

# CORE Community Assistant Contract

*Bloomsburg University of Pennsylvania – Office of Residence Life  
2010 - 2011*

## **General Purpose:**

Reporting to a Graduate Hall Director and an Area Coordinator, CORE Community Assistants (CCAs) are responsible for the daily management of their assigned residence hall wing/floor or apartment block/unit within an apartment complex. CORE CAs serve as peer educators and helpers in order to facilitate the personal and academic growth and development of residence hall/apartment community students. As such, CORE CAs are expected to put students first, working through any issues or challenges that may arise. CORE CA staff are provided opportunities to broaden and deepen their experience through service on departmental committees, participating in staff training, staff selection and evaluation and through engagement in various programmatic initiatives. In addition, they are expected to role model the Residence Life core values in their daily actions, dialogue and behavioral choices.

## **Remuneration:**

CORE Community Assistants receive a room waiver and an established stipend. This remuneration may be altered if budgetary requirements of the university demand a change. The compensation is for the entire period of employment including all training sessions. Air conditioned rooms are not included. Any CORE CA who needs an air conditioned room must supply medical documentation to the University Health Center prior to applying to be a CORE CA. The CORE CA will then be responsible for the cost associated with turning on the air conditioning unit. Special requests for AC units may also impact where a CORE CA gets placed. *Please note:* CORE CAs, similar to CAs, will be housed with another residential student.

## **Position Responsibilities:**

There are numerous responsibilities expected of any CORE CA. These responsibilities may be divided into two broad categories: "People" involvement and "Administrative" involvement. Each is briefly described below along with a sample listing of appropriate responsibilities. Please understand that no single listing of responsibilities is entirely inclusive. There are always unforeseen tasks or duties that arise. Therefore, it is paramount that CORE CAs remain fluid in their execution of the position.

### **"People" Involvement**

The "people" side of the CORE CA position reflects the true nature of your work. A sound CORE CA is deeply connected with their residence hall/apartment complex and responds to student needs accordingly. While it would be impossible to list all of the various "people" related aspects of your position, some examples include:

1. Support the goals and values of the department in all of your actions, both on and off campus.
2. Serve as a positive role model to all students; adhere to the student code of conduct at all times.
3. Be open to all individuals, regardless of economic status, race, military status, political affiliation etc; treat all people equally and with respect always; promote acceptance throughout your staff and student body.
4. Actively establish an academic and civically oriented community in your residential area.
5. Establish your leadership skills, but know when to follow.
6. Be open to new ideas from all sources. Strive to learn at all times.
7. A desire to learn and grow from this experience
8. Maintain open and honest dialogue with all members your hall or apartment staff, professional staff and your residential students.
9. Hold the CORE CA position second in priority only to academics.
10. Work diligently to help resolve issues that arise.

### **"Administrative" Involvement**

While building relationships represents the backbone of this position, CORE CAs are also expected to carry out various administrative duties. As you know, assisting with the management of a residence hall/apartment complex is sometimes unpredictable. Therefore, CORE CAs must always be open to receiving various tasks and projects from their supervisor and/or Office of Residence Life. Examples of administrative responsibilities include:

1. Coordinate CA staff scheduling process and on-call rotations
2. Fulfill all regular CA IMPACT programming expectations while simultaneously supporting staff initiatives in regards to event planning & execution. This may include, but is not limited to: purchasing supplies, the marketing of events and the compilation of monthly staff IMPACT reports.
3. Oversee hall/apartment complex facility reservations and office log books as assigned by the GHD
4. Assist students regarding personal, social, and/or academic concerns or needs.

5. Develop positive and productive relationships with students, undergraduate and professional staff.
6. Make referrals to appropriate campus offices where appropriate.
7. Report all maintenance and/or safety concerns to the appropriate personnel.
8. Attend weekly CA meetings; conduct floor meetings with your community of residents
9. Attend all departmental trainings and staff development activities.
10. Open and close the residence hall or apartment in accordance with the academic calendar.
11. Address student conduct professionally and productively
12. Assist in the housing selection process and other aspects of housing management (i.e. de-tripling).
13. Inform your supervisor of incidents with students containing possible emotional, physical, or mental health concerns and provide appropriate documentation.
14. Support departmental programming initiatives and/or departmental committees.
15. Serve on-call in rotational front desk/office schedule
16. Be highly available and visible beyond these hours to all students & staff.
17. Be receptive and open to other duties as reasonably assigned by the department.

**Additional Notes:**

- CORE CAs are hired on an academic year basis; continuous employment from one academic year to another is not guaranteed and is subject to the needs of the department. Summer employment may be available but is not guaranteed. Opportunities for summer employment will be presented in the middle of each spring semester.
- CORE CAs may be entrusted a host of highly valuable items and/or sensitive or confidential information. At all times, CORE CAs are to hold these items or information in the most secure fashion. If a CORE CA is concerned that such items or information has been compromised, your supervisor must be notified immediately.
- CORE CAs may be moved between semesters or during a semester in accordance with the needs of the department.
- CORE CAs must maintain a 2.5 cumulative GPA in order to remain in the position.
- CORE CAs are expected to review and understand all position expectations, *i.e. Ethical Expectations, Harassment and Sexual Harassment for Student Staff, Community Assistant Personnel Review Process and Academic Staff Policy* as outlined in the CORE CA Position Description/Employment Manual.
- Any violation of the University’s Code of Conduct will be subject to review as outlined in the Job Expectations: Personnel Review section of the (specific GHD/AHD/CCA/CA) Employment Manual and may include such action as severe as job termination.

**By signing below, the CORE CA acknowledges that he or she has reviewed and accepts in their entirety the terms of the CORE Community Assistant Contract:**



*“I agree to remain flexible as unexpected challenges arise and I understand that the documents that I’ve reviewed do not fully list all of that which is expected. I further agree that I will perform to the best of my ability and that when the situation is unclear, or I am uncertain of how to proceed, I will ask questions of those who can assist me. I further agree that I will proactively address any and all situations or conflicts within myself and my staff. Finally, I agree to always keep students first and to actively build relations with those that I serve. “*

*“My signature below also verifies that I have not been criminally charged or convicted of any misdemeanor or felony type offenses. I also authorize the release of any information to the Office of Residence Life which may be necessary to comply with the above. All information ascertained will be considered confidential and will be treated accordingly. By not signing below or by giving misinformation, my position in Residence Life may be terminated.”*

CORE CA NAME (please print): \_\_\_\_\_

CORE CA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_