Kentucky State University
Office of Residence Life

STUDENT STAFF JOB DESCRIPTION

Job Title: Community Assistant

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY:
The Community Assistant, a per semester student staff position, will be responsible for assisting the Residence Hall Manager with resident concerns, interaction, support, and programming, and building concerns (cleanliness, safety, maintenance, etc.), in the residence hall.

DUTIES AND RESPONSIBILITIES:
1. Actively reach out and assist students (spending time getting to know your residents in the building), perform desk operations (working at the front desk) and to look after the general safety and well-being of students and the residence hall facilities.
2. Conduct safety and security rounds, assist with room inspections, work alongside your co-workers and the Hall Manager.
3. Be knowledgeable about on-campus resources, function as a source of information, and make referrals as necessary.
4. Respond and report to the Hall Manager student behavior which violates university and residence hall policies, procedures, and/or expectations.
5. Complete administrative tasks (i.e. incident reports, round sheets, daily task sheets, front office logs, program planning sheets and fliers)
6. Respond to and report building/resident maintenance concerns
7. Maintain bulletin boards to promote community living and educate residents (i.e. keep residents informed of important dates, activities, new trends, safety tips)
8. Complete social and educational programs each semester in the residence halls.
9. Lead by example and maintain a positive attitude
10. Work cooperatively with residents to insure an environment that values individual differences and respects the rights and opinions of all residents.
11. Must attend staff training at the start of each semester as well as receive on-going training to be prepared for the duties and responsibilities that come with this position.
12. Work 20 hours per week per semester and be ready to respond to emergencies.
13. Other related duties as required.

MINIMUM JOB REQUIREMENTS:
- Must be enrolled as a full time student at the university, and live-in on-campus housing
- Must have earned at least 24 credit hours by the start date
• Cannot hold a University Work Study or Green 2 Gold position on campus (excludes Aramark Dining and Bookstore)
• Cannot have a scholarship that pays for any portion of room and board
• Ability to work at various times during the day and week a plus

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**
• Ability to effectively communicate verbally and written
• Ability to solve problems and address concerns in the residence hall
• Ability to work with diverse groups of people
• Ability to work independently with minimum supervision but cooperatively with others
• Ability to conduct self in a professional manner
• Ability to pay attention to details
• Knowledge of University Policy and Residence Hall Rules

**WORKING CONDITIONS AND PHYSICAL EFFORT:**
• Must be able to work days, nights, and weekends
• Must be able to lift up to 20lbs.
• This job requires hands-on duties