

Community Assistant Application

For Office Use Only

Date: _____ Checked by: _____
 Current SFA Student: GPA: _____ Hours Completed: _____
 Transfer Student: GPA: _____ Hours Completed: _____

Please Print

Date of Application	
Full Name:	CID#:
Classification	SFA PO Box:
Hours Completed: _____ Enrolled: _____	Hall: _____ Room/Unit #: _____
Major/Minor:	Phone:
Permanent Address	Alt/Cell Phone:
City, State, Zip	Email:

Do you have an overall GPA of at least 2.3 on record at SFA? Yes No
 Have you earned 30 semester hours? Yes No
 Have you been convicted of a felony or misdemeanor (other than traffic citation)? Yes No

If yes, explain: _____

Have you ever worked for the Residence Life Department before? Yes No

If yes, give dates and position: _____

It is policy of Stephen F. Austin State University that all applicants shall receive equal opportunity for employment and that during employment shall be treated equally in all respects regardless of race, color, religion, sex, age, national origin or disability.

Residence Hall Experience:

Semester/Year	Hall/Complex	Semester/Year	Hall/Complex
Freshman:		Junior:	
Sophomore:		Senior:	

Leadership Experience

How have you been involved in residence hall organizations (RHA, Hall-Level RHA, Welcome Jacks, etc.)?
What leadership positions have you held in student organizations (RHA, Hall-Level RHA, etc.)
What types of programs have you presented in your hall/complex? (Fundraiser, Social, Community Service, etc.)

Candidate Questions

Please type your answers on a separate page and staple them to your application.

1. What top three characteristics and/or traits do you feel you have that make you the best candidate to be hired for the CA position?
 2. What do you feel is the primary role of the CA both within Residence Life and within the hall?
 3. While employed as a CA, how will you build and maintain a community while promoting diversity and tolerance within the residence halls?
 4. Once employed as a CA, what specific actions will you take to assure the Residence Life Department that you have the skills and desire to be part of creating and maintaining a successful team with the co-workers of your hall and among your colleagues in other halls?
 5. As a CA, describe the professional relationship you will create between yourself, your supervisors, and the hall staff?
 6. Having read the job description in this packet, which job responsibility makes you feel most apprehensive and how will you overcome that apprehension?
 7. Having read the job description in this packet, which job responsibility makes you feel most excited and why?
 8. As a CA what would you like to be remembered for the most and how would you make that happen?
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Applicant's Responsibility

It is the applicant's individual responsibility to include all items required for their application.

In order for your application to receive full consideration, the items below must be stapled in order to the back of your application at the time you submit it to our office. Please read your application closely for instructions.

1. Candidate Question Responses – On a separate piece of paper, type your responses to the Candidate Questions.
 2. Academic Progress Verification – Unofficial transcript and Academic Progress Form
These forms are used as a means to assess viability for employment while maintaining academic standards.
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Benefits:

Community Assistants are provided a room at no cost (room + utilities) plus a meal plan except when campus dining is not in service.

Miscellaneous:

Community Assistants must reside in campus housing and maintaining an acceptable course load without exceeding 16 hours (unless approved in advance by the Residence Life Department. All residents who live on campus must have a contract and \$100 deposit on file in the Residence Life Department. Staff must maintain a cumulative and semester GPA of 2.3.

By signing below, I attest that the information on this application is complete and accurate to the best of my knowledge. I understand that falsification of any of the information may result in the termination of employment and/or the withdrawal of any offers of employment with the Residence Life Department. If offered a position and employed by the Residence Life Department, I intend in good faith to fulfill all of the job responsibilities to the best of my abilities.

Signature of Applicant

Date

Community Assistant Job Description

QUALIFICATIONS:

- Undergraduate or graduate student is in good academic standing (2.3 cumulative GPA required) and good standing with Stephen F. Austin State University, the Residence Life Department, and the Office of Student Rights and Responsibilities throughout the period of employment. The Residence Life Department will conduct a disciplinary check to verify good standing.
- A minimum of two semesters of residence hall living or related experience preferred.
- A minimum of two semesters of leadership experience preferred.

JOB DESCRIPTION:

- Community Assistants (CAs) are an integral part of the Residence Life Department. CAs are hired on a semester to semester basis. Each semester, their job performance will be evaluated to determine continued employment.
- The CA is a paraprofessional staff member with direct and constant contact with students. CAs are assigned to floors/areas of approximately 25 to 55 students in buildings ranging in size from 60 to 800 students.
- The primary responsibility of CAs is facilitating the social, educational, intellectual, and cultural development of each student through developing a community. The CA articulates the philosophy and policies of the Residence Life Department and Stephen F. Austin State University to students, while representing the Department as a role model in all facets of university life.

JOB EXPECTATIONS:

1. Community Assistants are expected to return approximately 5 days before the beginning of each term for training and to remain until after the halls have closed for the semester to help with closing activities.
2. CAs must have prior permission of the Residence Life Department to have any other type of employment, student teach, or internship. Permission will be granted based upon evaluation of past performance and recommendation of supervisor.
3. Maintain good standing with the University, the Residence Life Department, and Office of Student Rights and Responsibilities. May not be on any type of academic or disciplinary probation or suspension throughout the period of employment.
4. Understand, support, follow, enforce, and educate students and staff about University objectives, policies, and regulations and Residence Hall Community Guidelines.
5. Respect and maintain appropriate student and staff confidentiality at all times.
6. Conduct your personal and professional life as a role model and a 24-hour representative of SFASU and the Residence Life Department.
7. Responsible use of building keys. Misuse or loss of any keys may result in disciplinary action or termination.
8. Maintain ongoing communication with Residence Life staff members including: Supervisors, CAs, and DAs.
9. Display a positive, professional attitude and support towards students, staff, and the Residence Life Department.
10. Handle stressful situations and display mature judgment.
11. Respond to and communicate effectively and immediately to all emergency and/or life threatening situations.

12. Be able to detect smoke and other odors indicative of hall violations and hazardous situations.
13. Be able to physically reach the top floor of the building in an emergency situation without assistance.
14. Be able to observe and detect unusual occurrences and policy violations.
15. All outside activities (membership in clubs etc.) must be approved by the Residence Life Department in advance.
16. CAs are provided a specific room within the hall as a condition of the job. If for any reason employment as an CA ends, then the CA must vacate the CA room within 48 hours. The Residence Life Department will provide another room in a different facility within 24 hours. If necessary, the Residence Life Department may require immediate removal from the hall.
17. Participate in a weekly and weekend building duty rotation. Hall coverage extends from 9 p.m. until 6 a.m. the following morning Sun-Thurs and from 10 p.m. until 6 a.m. on Friday and Saturday. CAs may be required to return to the hall (when not on duty) per supervisor's request due to unique circumstances.
18. CAs will be placed on a floor as determined by the supervisor and may be reassigned at the discretion of the supervisor during the academic year.
19. CAs may not have visitation while on duty.
20. Support and provide customer service.
21. Attend and participate in all staff training sessions including weekly staff meetings, extended training sessions, and others as assigned by your supervisor.
22. Be available and accessible to students by spending quality interaction time in the designated residence halls during duty and non-duty hours.
23. Actively and appropriately address and document all student conduct concerns. Ensure building security and safety throughout the year.
24. Act as a referral agent for students and staff to different campus and community resources.
25. Keep residents and staff informed about *RHAIHC*.
26. Attend, participate in, support, and recruit for RHA, HC, and HSLC meetings.
27. Assist in coordinating the programming needs assessment process in the designated halls.
28. Complete administrative tasks promptly and accurately.
29. Work the residence hall front desk 6 hours each week.
30. Complete all other duties as assigned by the supervisor.