

Ohio University Off-Campus Living *Community Assistant Program* 2012-2013 Application Packet



Please submit applications to the Residential Housing front desk on the ground floor of Chubb Hall by **Friday, March 2 at 5:00pm!**

Office of Off-Campus Living
Residential Housing
Chubb Hall 045
www.ohio.edu/offcampus



OHIO
UNIVERSITY

Division of Student Affairs

Community Assistant Job Description

Overview

The Community Assistant Program is a network of students living off campus who serve as liaisons between the University and off-campus students, acting as a resource, disseminating information, helping solve problems, educating regarding rights and responsibilities, and coordinating programs for students. This program supports the Off-Campus Living mission through education and outreach in off-campus student neighborhoods, as well as the mission and values of the Division of Student Affairs and the Department of Residential Housing. Community Assistants promote civic responsibility, forging a more positive relationship between the Athens community and students who live off campus. The goals of the program are to:

- Distribute city and university information to students living off campus.
- Reduce neighborhood problems directly related to lack of information (noise violations, trash violations, code violations, etc.).
- Provide resources for students living in off-campus neighborhoods.
- Communicate student concerns to the University administration via Off-Campus Living.
- Assist in preparing residence hall students for the transition to living off campus.
- Work with both Ohio University and Athens to create a greater sense of community on the part of students and permanent residents through Educational Interactions.

Job Description

Community Assistants are hired, trained, supported, and supervised by the Office of Off-Campus Living to serve as peer educators and resources for identified student neighborhoods. The Community Assistants (CAs) are similar to Resident Assistants (RAs) as these individuals provide information, resources, and programs for students. However, unlike RAs, CAs are not in a position to set rules or guidelines for the residents of their neighborhoods, and do not enforce local or community laws.

Community Assistant Responsibilities

The following is a summary of the significant expectations for of the Community Assistant position:

- *Bi-weekly "door-to-doors" in your assigned neighborhood to foster relationships with off-campus students and permanent residents. Community Assistants are expected to meet and maintain contact with residents in their assigned neighborhood; inform residents in their assigned neighborhood of their availability as a resource; assist students with general concerns and refer students to appropriate university, city, and/or community resources; establish positive relationships with residents; and role model appropriate behavior.*

- *Facilitate 1-2 programs per semester for residents in your assigned neighborhood.* Community Assistants are expected to work with community and university partners to plan one service or social-focused program in their neighborhood each semester, as well as to promote programs planned by other Community Assistants or sponsored by the Off-Campus Living office. CA programs should be educational in nature. CAs are also expected to provide staffing support to office-sponsored programs, as needed.
- *Actively participate in at least two Community Assistant project groups.* A few examples of CA project groups include: City Meetings; Transitions (to prepare on-campus students to move and live off campus); Marketing and Social Media; Social Event Planning; Newsletter Assistance; and project groups focusing on collaboration and outreach to various city and university offices.
- *Abide by the University Student Code of Conduct, as well as federal, state, and local laws in order to help students in your assigned neighborhood understand their rights and responsibilities as students, tenants, and community members.* Community Assistants are not responsible for setting rules or guidelines for their neighborhood's residents and are not responsible for enforcing university policies or federal, state, and local laws. However, Community Assistants are expected to role model appropriate behavior at all times.
- *Attend weekly Off-Campus Living staff meetings; attend weekly individual supervision meetings with the Assistant Director or Graduate Assistant; complete all assigned tasks thoroughly, accurately, and on time.* Community Assistants should plan to maintain contact with the Assistant Director and Graduate Assistant to discuss job performance, as well as personal concerns relative to performance.
- *Participate in on-going professional development initiatives, once-per-semester staff service projects and in-service events, and engage in a formal evaluation, on a semester basis.* Continued employment is based, in part, upon positive evaluation, as well as upon satisfactory completion of the CA training program.

Minimum Qualifications for Selection

- Applicants must be Ohio University students enrolled full-time in an undergraduate or graduate degree program for the entire 2012-2013 academic year.
- A 2.5 accumulative grade point average is required, and must be maintained for continued employment.
- Applicants must be in good conduct standing with the University (i.e., not currently on disciplinary probation).
- Applicants must be planning to live off campus for the 2012-2013 academic year.

Desired Qualifications for Selection

- Leadership potential, as evidenced by previous leadership experiences and two recommendations.
- High level of maturity exhibited in sound judgment, emotional stability, flexibility, strong communication skills and willingness to accept responsibility.
- Strong interpersonal skills through proven ability to interact effectively with others, as perceived through the interview process.
- Experience living off-campus for at least one academic quarter or semester (flexible).

Time Commitment

There are some very specific expectations in which a time commitment can be measured (i.e. weekly individual supervisions, weekly staff meetings), but it is recognized that the Community Assistant position requires a flexible time commitment based on fulfilling the job expectations. No minimum or maximum number of hours can be designated; however, previous Community Assistants have found that it is typically possible to complete all assigned activities in a flexible 8 hours per week, depending on the Community Assistant's pace of work.

Residency

Several streets have a high concentration of students and would benefit from having a Community Assistant. *Students will not be provided housing, but rather assigned a designated area based on where they live.*

Salary

Community Assistants will receive \$1050 per semester, which will be divided and paid on a bi-weekly basis.

Learn More about Off-Campus Living at Ohio University

Feel free to connect with our office via our website and social media outlets:

Off-Campus Living Website: www.ohio.edu/offcampus

Off-Campus Living Survival Guide: click "Survival Guide" in the site menu

Off-Campus Living Housing Rental Search Website: www.ohio.loc101.com

Off-Campus Living Facebook Page: Search "Ohio University Off-Campus Living"

Off-Campus Living Twitter: @OU_OffCampus

How to Apply

Please submit applications to the Residential Housing front desk on the ground floor of Chubb Hall by **Friday, March 2 at 5:00pm**.

You may submit a resume with your application, but it is not required.

Review of applications will begin immediately and will end after the deadline of March 2. Interviews will be scheduled during the week of March 5, and will take place between March 19 and March 30. Final decisions will be made by April 9.

Questions?

If you have questions about the Community Assistants, please contact John Hummell, Graduate Assistant for Off-Campus Living. The Office of Off-Campus Living is located in Chubb Hall 045. The Graduate Assistant can also be reached at 593-4099 or jh399610@ohio.edu.

Off-Campus Living Community Assistant Application 2012-2013 Academic Year

Name: _____ PID#: _____

Current Address: _____

Phone: _____ E-mail: _____

Permanent Address: _____

Local Address (2011-2012): _____

Local Address (2012-2013; Leave Blank if Undecided):

Year in College: _____ Current College/Major: _____

GPA: _____ Anticipated Graduation Date: _____

How did you hear about the Community Assistant position?

Application Essays

Please address the following questions on separate page(s) and attach to this application:

1. Describe what characteristics, skills, and/or experiences you have that would make you an effective Community Assistant.
2. List and briefly describe your involvement in student organizations, campus activities and/or previous employment.

References

Please have two references complete the Reference Form before the March 2 deadline.

Signature

My signature gives Off-Campus Living staff permission to verify my university judicial and academic records as well as contact my references.

Signature: _____ **Date:** _____

Ohio University Office of Off-Campus Living Community Assistant Reference Form

Name (please print) _____ has applied for the position of **Community Assistant** for the Off-Campus Living Community Assistant program.

Community Assistants are responsible for serving as a resource, disseminating information, helping solve problems, and coordinating programs for students within designated off-campus neighborhoods. Community Assistants (CAs) are similar to Resident Assistants (RAs) as these individuals provide information, resources, and programs for students. Nevertheless, CAs are not in a position to set rules or guidelines for their street's residents, and do not enforce local or community laws. This position involves a high level of maturity exhibited in sound judgment, emotional stability, flexibility, strong communication skills and a willingness to accept responsibility.

**NOTE: The Family Educational Rights and Privacy Act of 1974 gives a student the right of access to an evaluation written about him or her. The law also permits the student to sign a waiver relinquishing his or her right to inspect letters of recommendation. The student's signature below constitutes a waiver; no signature means that the student will have the right to read this recommendation.*

Student's Signature _____ Date _____

Reference Information

Name/Title: _____

Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Please address the following questions on separate page(s) and attach them to this reference form:

- How long have you known the applicant and in what capacity?
- Do you believe the applicant would be an appropriate role model for students living off-campus? Please explain.
- What characteristics would this applicant bring to the Community Assistant program?

Rank the applicant in the following areas by circling the most appropriate description:

Professionalism

Outstanding Above Average Acceptable Marginal Unacceptable

Work Ethic

Outstanding Above Average Acceptable Marginal Unacceptable

Quality of Work

Outstanding Above Average Acceptable Marginal Unacceptable

Job Enthusiasm

Outstanding Above Average Acceptable Marginal Unacceptable

Communication Skills

Outstanding Above Average Acceptable Marginal Unacceptable

Dependability

Outstanding Above Average Acceptable Marginal Unacceptable

Ability to Work Independently

Outstanding Above Average Acceptable Marginal Unacceptable

What is your recommendation of how well suited this applicant is to be a Community Assistant? (select one)

_____ Highly Recommend

_____ Recommend

_____ Recommend with Reservations*

_____ Cannot Recommend at this Time

*If you recommend with reservations, please list those reservations.

Please return the completed reference form and attachments to:

**John Hummell
Graduate Assistant for Off-Campus Living
Residential Housing
Chubb Hall 045
jh399610@ohio.edu**

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