



JOB TITLE: Community Assistant (Part-time, Student Employment)

JOB ORG: Residence Life

HOURLY WAGE: Portland Metro Minimum Wage (\$15.45/hour)

JOB SUMMARY

Consistent with the Office of Residence Life’s mission, the Community Assistant (CA) position provides support to the development of community within the residence halls at the University of Portland. CAs serve their fellow residents in ways that enhance the quality of life in the hall by supporting hall operations and events.

This position reports to and is supervised by the Assistant Hall Director(s) in the assigned residence hall.

It is expected that Community Assistants serve throughout the entire academic year unless they are studying aboard.

CORE DUTIES

Community Engagement

- Assist with programming expectations as set by the Assistant Hall Director(s) or Hall Director, including event marketing, preparation, and clean-up efforts.
- Attend and actively participate in all scheduled staff meetings or trainings as coordinated by the Assistant Hall Director(s), Hall Director, and/or Office of Residence Life.

Hall Operations

- Maintain front desk operations during assigned shifts, based on hall needs.
 - Report maintenance concerns or assist community members in how to report their concerns.
 - Support student access to and maintenance of hall items including cleaning supplies, kitchen supplies, and recreation equipment.
 - Maintain a clean, organized appearance of community spaces.
 - Support hall communication and program advertisement efforts.
- May be scheduled to provide trunk room access during assigned shifts, based on hall needs.
- Assist with other administrative duties as assigned by the Assistant Hall Director(s) or Hall Director.

Minimum Qualifications

- Reside in and support the overall well-being of community within assigned residence hall.
- Interest in coordinating, planning, and hosting community-building programs
- Thoughtful listening skills and ability to understand and respond to the needs of others
- Open to feedback concerning job performance and leadership development

Preferred Qualifications

- Cultivate passive and active opportunities for students within assigned residence hall to engage and connect with each other.
- Act as a role model and support the mission, values, and requirements of the University of Portland.
- Actively seek opportunities to enhance personal professional and leadership development.
- Able to provide suggestions for how to improve life within the residence hall to other hall leaders

Physical Requirements

- N/A