

Community Resource Assistant

Position Description

The Community Resource Assistant (CRA) is an undergraduate or graduate student staff position within the Department of Housing and Residence Education. It is a live-in position that requires the CRA to reside in his/her area of responsibility. It is the primary responsibility of the CRA to develop and direct community development activities for staff and students under his/her responsibility. The number of staff the CRA will provide community related direction to will vary by area, as well as the number of residents living in the hall. The CRA is supervised by a Residence Director (RD).

DESCRIPTION OF DUTIES: ✓ Identifies an **ESSENTIAL FUNCTION** as defined by the Americans with Disabilities Act (ADA).

I. Community Development:

- A. Support meetings, programs, and other efforts of respective area government (AG) or area council (AC), and serve as the adviser to the group (consultant, mentor and/or role model). This may require work during evenings, weekends and holidays. ✓
- B. Create a network of communication between supervisors, colleagues, student staff, support staff and students.
- C. Consults with RD and RA staff regarding needs assessment and programming issues within the community
- D. Serve as an appropriate role model in the areas of lifestyle (i.e., abiding by University and Housing policies/rules and regulations, not dating students, not dating staff under your direct supervision), contributing to Department/Divisional goals and balancing academic, professional, work, and personal life issues.
- E. Effectively respond to difficult situations if needed within the community; follow Housing protocol and follow-up procedures which may include community related interventions such as programs or floor meetings.
- F. Listen to personal concerns of staff and students; act as a referral agent to appropriate resources.

II. Staff Development:

- G. Work under the direction of an RD in selecting, training, and evaluating the effectiveness of the Resident Assistants' (RA) performance in the areas of programming and community development. This may require work during evenings, weekend and holidays. ✓
- H. Initiate and implement, with the assistance of the RD, on-going training and staff development activities for student staff, such as motivation, support, community development, team building, programming reports, budgets, permits, or other paperwork, etc. ✓

- I. Serve as an additional resource person to the RAs. Recognize, report, and manage conflict effectively among staff, students and colleagues.
- J. Provide leadership by being an informed participant in community activities and serve as a liaison as needed between the area and the Department of Housing and Residence Education. ✓
- K. Provide direction by conducting regularly scheduled individual and group meetings with staff and attending all staff meetings and other meetings as required by the RD. ✓
- L. Develop and maintain an orderly staff resource area to include forms, markers, banner paper, die cuts, etc.

III. Student Development:

- A. Provide intentional and focused leadership in developing a sense of community within the hall and area.
- B. Assist, participate in and encourage students and staff in implementing academic resource and community development programs and activities that meet their respective needs. ✓
- C. Monitor the planning and implementation of special programming weeks, program calendar, bulletin boards and other similar projects by RAs and the AG/AC. ✓
- D. Serve as a resource to individual students and staff members. ✓
- D. Understand the unique needs of and be an advocate for diverse groups of students and personnel.

IV. Administration:

- A. Support RD in proper administration of area and divisional policies and procedures in relation to community development and programming. ✓
- B. Provide back-up weekend and holiday duty coverage for RA staff as needed in the area. Complete appropriate reports while on duty. ✓
- C. Assist with check-in and check-out procedures as related to welcoming students and staff to the area. ✓
- D. Maintain routine communication and follow-up with RD. ✓
- E. Carry out additional community development responsibilities unique to your area or hall as delegated by the RD (Faculty in Residence, GatorWell, etc).
- F. Maintain a work schedule designed for maximum accessibility and involvement with students, especially during evening hours (i.e., 20 hours per week). ✓
- G. Utilize effective communicating, planning, scheduling and organizational skills as they relate to job responsibilities.

- H. Complete the CRA Transition report each year (outline will be provided).
 - I. Be aware of Housing related services delivered to the students, University personnel and other “customers” and maintain a customer service approach through effective and efficient delivery of those services.
 - J. Make wise, timely decisions; understand how decisions directly and indirectly affect other people and/or units.
 - K. Effectively utilize on-line applications and computer programs to perform job functions and maintain communication with Housing staff (i.e., myUFL, Housing Portal, GatorLink, e-mail, incident reports, event permitting, etc.).
 - L. Develop and maintain community focused website.
- V. Pre-Professional and Career Development:
- A. Participate in professional development opportunities that may include development and implementation of programs, workshops, attending conferences and in-service opportunities, etc.
 - B. Participate in Department research projects and apply the results in practice.
 - C. Serve as a member of Housing and University committees and task forces.
- VI. Conditions of Employment and Qualifications:
- A. The CRA must be enrolled as a full-time undergraduate or graduate student as defined by University or specific college at the time of actual employment. Students who plan to carry more than 12 hours must have prior approval of their supervisor.
 - B. Any graduate student may be denied further registration if progress toward completing the program becomes unsatisfactory to the academic unit, college, or Dean of the Graduate School. Unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted. Students need an overall GPA of 3.00, and graduate students also need a 3.00 GPA in their major (and in the minor, if a minor is declared) at graduation. Students with less than a 3.00 GPA may not have a graduate position.
 - C. The CRA MUST have prior approval from supervisor if/when internships or practicums are scheduled as part of the academic program.
 - D. Other paid employment is strongly discouraged while the CRA is employed by the Department of Housing and Residence Education. However, if the CRA finds it necessary to have other paid employment, all of the following criteria must be met:
 - 1. Employment MUST be approved by the supervising ADH and RD; approval is not automatic.
 - 2. Approval will be based on above average performance in the CRA position.

3. Outside employment is limited to no more than 10 hours per week.
 4. Outside employment must not interfere with the performance of CRA duties such as meetings, staff training, hall and area programs, availability, office hours, etc.
 5. CRA job performance must remain above average at all times. The CRA must be and remain in good standing with their academic program.
 6. The CRA cannot hold more than one job within the Department of Housing and Residence Education simultaneously.
 7. It is preferred that outside employment be academic and/or career related.
- E. Be able to work effectively with university students.
 - F. Demonstrate a sense of job responsibility and maturity.
 - G. Show evidence of leadership skills.
 - H. The CRA may not serve as the official representative to the Inter-Residence Hall Association (IRHA). Staff is encouraged to attend IRHA meetings; however, staff may not serve in a voting capacity or hold speaking rights.
 - I. The CRA may not serve as a Student Government Senator representing a residence area/hall. The CRA may not serve as Student Government Housing Cabinet Director. The CRA may serve as a Student Government Senator representing an academic unit.
 - J. Preference will be given to candidates who have been an RA in the community or have other residence hall leadership experience, and/or who are pursuing an applicable academic degree.
 - K. Due to CRA responsibilities and state regulations, no other assistantship or fellowship can be held concurrent with a CRA appointment.
 - L. Interpretation and implementation of the above guidelines are at the discretion of the supervising RD/ADH and/or the Assistant Vice President and Director of Housing and Residence Education.

VII. Contract:

The Community Resource Assistant is currently paid a contract rate of \$3,465 each semester or \$385.00 bi-weekly (fall and spring only) based on 9.5 months of work, 20 hours per week from approximately August 1st to May 1st. In addition to salary, a \$300 per semester (fall and spring only) food plan is provided. An on-campus apartment, fully furnished with all utilities, is provided. Remuneration does not include tuition. Out-of-state fee waivers are sometimes available for graduate level students, but are NOT guaranteed (see enclosed information sheet). However, only 95% of out-of-state fees can be waived, if approved and available during the academic year. Summer semester (A and/or B term(s)) employment may be available. The number of positions available varies upon summer occupancy.