



Division of Student Affairs  
Housing and Residence Education

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Dear Applicant,

Thank you for choosing to participate in the selection process for our staff. The Community Assistant (CA) role is one of the most comprehensive leadership positions available on campus. The position is challenging, rewarding and makes a significant impact on the lives of the residents. It involves many varied roles and responsibilities as you can see from the enclosed position description. Community Assistants create a community in their Village and throughout Graduate and Family Housing by offering a variety of programs to help residents learn about themselves, their community, and each other. Our staff encourages residents to make good choices about themselves and others, to experience diversity first hand, and to grow from challenges.

The Community Assistant is a resource to residents, answering questions or responding to problems. They work to build a sense of pride in their Village and in all the Villages. The Community Assistant needs strong communication skills and the ability to exercise good judgment, especially in a crisis situation. The CA also enforces department and campus rules and regulations. The CA is involved in a complex network of interpersonal relationships with residents, staff colleagues, supervisors and is a liaison between residents and the Department of Housing and Residence Education. On top of all this, the CA is expected to be a role model for the residents.

The CA position is a culmination of learned and shared experiences. Community Assistants gain a sense of accomplishment, pride and self-worth. They make a valuable contribution to the village community, the university community, and the Gainesville community.

The Department of Housing and Residence Education welcomes your interest in employment with our department. We believe that you will find exciting, demanding, and rewarding job opportunities with us. One of our goals is to provide comfortable, affordable and secure on-campus housing options in residential communities where academic success and personal growth of residents is encouraged and supported. This goal is partially realized by the staff who works within our residential communities to help other residents adjust to American, Village and campus life and have a successful university experience. In addition to performing valuable functions within the department, employees have the opportunity to learn and practice skills, which will be important for the rest of their life.

You are to be commended! By picking up and filling out this application, you have taken the first step toward becoming a Community Assistant. Please carefully complete your application and return it to the Housing Office (Graduate and Family Housing Office). We look forward to meeting you during the selection process. Should you have any questions, or concerns arise regarding the selection process, please contact Thomas Germain ([thomasg@housing.ufl.edu](mailto:thomasg@housing.ufl.edu)) at 392-2161 ext 10112 or Rena Buchan ([renab@housing.ufl.edu](mailto:renab@housing.ufl.edu)) at 392-2161 ext 10111.

Best Wishes,

Thomas Germain  
Residence Life Coordinator  
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