

Graduate and Family Housing Community Assistant

Corry, Tanglewood, Maguire, UVS and Diamond Villages
Position description role and responsibilities.

The Community Assistant (CA) within Graduate and Family Housing (Village Communities) is a part-time leadership position that is paid a stipend of 20 hours per week. The CA is a staff member for one of the on-campus apartment complexes and is supervised directly by the Resident Director (RD) or Residence Life Coordinator (RLC). In their role, the Community Assistant will provide staff presence, visibility and intentionality in community enhancement. They will be able to assist in planning and implementing social, educational and recreational programs. This position is a 1 calendar year commitment with reappointment based on performance appraisals. Individuals must be able to invest approximately 20 hours a week to job needs - some of which may be scheduled time.

I. Description of Duties:- Community Development

- A. The CA will be employed for 20 hours a week. The primary responsibility of the CA is to develop the community that he/she is responsible for. The CA will also maintain hours in the village office to assist with administrative duties.**
- B. Assist RD with village programming and community building effort, both within the Village and Village-wide.**
- C. Establish and maintain contact with residents, to promote community development within you area.**
- D. Develop programs based in the needs of your area and the Village Communities Programming Model.**
- E. Monitor and help maintain the village appearance/condition "curb appeal," and identifying and reporting maintenance problems.**
- F. Exhibit role modeling behavior and community involvement by displaying a high level of commitment to maintain a village environment that is conducive to the growth and well being of the residents.**
- G. Assist Village Mayors with event planning and execution.**
- H. Uphold community standard policy and document alleged violations.**
- I. Promote community development through advertising and helping distribute promotional materials.**
- J. Act as a resource person to village residents regarding services on campus and in the Gainesville area.**

II. Description of Duties: Administrative

- K. Help provide administrative support for the Village office, including: meter readings, assist in checking in and checking out apartments, coordination of Custodial and Maintenance requests, reporting of electrical meter readings and reporting damages
- L. Be familiar with electrical equipment stations, water control valves and sewage stations in order to direct routine and emergency maintenance crews to their locations.
- M. Assist residents in emergency situations, lockouts, etc. as situations arise.
- N. Complete incident reports as needed and assist professional staff in due process needs.
- O. Attend regularly scheduled staff meetings as directed by the RD, RLC and/or ADH.
- P. Attend mandatory training sessions arranged by the Department of Housing and Residence Education.
- Q. Complete weekend on call duties.
- R. Understand the Village office desk operations.
- S. Help provide Village office desk coverage.
- T. Participate in periodic evaluations with the RD to review performance.
- U. Perform other duties as assigned by the RD.

III. Qualifications:

- A. Full-time UF student (or spouse); if full-time students are not available, part-time and/or non-students may be considered.
- B. Maintain a GPA of 2.5 or better during time of employment.
- C. Demonstrate effective skills in communication, leadership and organization.
- D. Demonstrate basic computer competency.
- E. Availability to work during holiday breaks and between academic terms on a 12-month basis.
- F. Willingness to provide a minimum of two-week notice prior to terminating employment.

IV. Compensation:

Students and Spouse

\$ 302 Bi-weekly for approximately 20 hrs per week

Time Away

- A. Any time away needs to be approved by the community assistant's supervisor.
- B. If a community assistant plans to be away for more than a pay period (2 weeks), he/she will not receive any salary during this time period.

V. Additional Information:

Applicants who are not current residents of Graduate and Family Housing and are offered the CA position but leave their position before the completion of one calendar year, may be asked to vacate their apartment.

Each apartment comes with basic cable and local phone. There is also the possibility that a high speed internet access could be available. The CA is still responsible for the rent, utilities, etc.