General Description

The Department of Student Involvement Center as part of the Division of Student Development facilitates programs, services and experiences that help students develop as leaders who are holistically formed, critically reflective, and socially and personally responsible.

The Commuter Assistant (CA), as a peer educator and mentor, provides direction for student learning and academic success while assisting with the coordination of the programmatic facets for a co-educational, non-residential, community. This includes the development of inclusive communities that foster academic and personal success, helping individuals with personal needs and concerns, and focusing on the whole student. To accomplish this, the CA must be flexible and creative in meeting the commuters' needs by serving as a peer educator, mentor, advisor, and activity planner. This position requires a serious time commitment and willingness to be available and accessible to other students. As a student member of the Student Involvement Center Department, the Commuter Assistant is supervised by a Graduate Assistant in the Student Involvement Center.

The successful student leader must have a passion for working with a diverse student population, committed to student learning and development, committed to diversity and social justice, possesses strong critical thinking and problem solving skills, demonstrates initiative, communicates effectively, has a positive attitude, developed interpersonal human relations skills, and an ability to plan and organize. In addition, the student leader should work towards an awareness of self and others to better meet the needs of students in which they are serving. The student leader will connect and integrate the servant leadership framework into their First-Year Experience leadership position.

The Saint Louis University Department of the Student Involvement Center is committed to the total development of the commuter within an inclusive community through mentoring, programming, and supportive learning environments. The Commuter Assistant positions don’t keep traditional 8-5/M-F hours. Schedules are influenced by student and community needs. There will be times throughout the year when the Commuter Assistant will be expected to be available evenings and weekends. Availability during this time will be determined in conjunction with the supervisor.

This description provides an outline of major responsibilities but is not an all inclusive list. Through the course of the year there will be times where staff will be called to provide duties based on the needs of the community that may not be outlined in this description. Commuter Assistants need to be flexible and realize other duties will be assigned as needed.

Saint Louis University wishes to confirm and ratify the status of its relationship with the Commuter Assistant (CA) with the following agreement:

1. Upon his/her acceptance, the Commuter Assistant designated below is selected as recipient of the CA grant-in-aid award and agrees to act in accordance with provisions of this agreement as indicated by the student’s signature below.
2. It is expressly understood that the relationship between the University and the CA is not an employment relationship, but rather a grant award relationship between the student and Saint Louis University.
3. It is understood that the maximum hours to be devoted to the CA position will not exceed an average of 10 hours per week for the semester.
4. The CA must meet eligibility requirements as outlined below.
5. The CA should have additional commitments approved by his/her direct supervisor.

Responsibilities

The Commuter Assistant (CA) is a key student leadership role within the Student Involvement Center for Commuter Student Programs. Through this valuable learning opportunity, CAs have the main objective of developing one on one connections and building a sense of community within 60 to 80 first year commuter students. In addition, CAs have primary responsibility for developing and implementing two Commuter Community Meetings per semester that further the mission of the Department and Division, and ultimately the University. CAs serve as resources for the commuters, creating a “commuter community” and serve as a mentor. CAs collaborates with department divisional professional staff to meet the varying needs of their commuters throughout the year. The Commuter Assistant is expected to assist the Student Involvement Center Graduate Assistant and other departmental staff in the development of commuter communities and implementation of learning initiatives for the entire Student Involvement Center operation.

Commuter Educator

- Be familiar with your students and their academic needs
- Assess the personal developmental and educational needs of your students and develop creative learning opportunities and goals to meet these needs
- Engage students with ideas in interactive and passive ways promoting student learning and citizenship
- Motivate students to succeed academically and personally
- Encourage student involvement and personal growth through leadership experiences
- Support and respect the dignity of all individuals
- Commuter Assistants should attend all portions of the Welcome Week activities as designated during Commuter Assistant training.
- Assist Commuter Oriflamme leaders as needed to aid in creating successful Welcome Week events.
- Be punctual and present for Welcome Week and Welcome Back Weeks activities as outlined during Commuter Assistant training, and encourage attendance with all incoming commuter students.
- Offer students the opportunity to learn to manage time, maintain good study habits, and take tests efficiently.
- Direct students to the appropriate academic resources when you are not able to assist them (e.g. Academic Services, Academic Advisors, Professional Staff, Campus Minister, etc.)

**Community Development/Program Facilitator**
- Initiate, plan, and organize two Commuter Community Meetings per semester that respond to the needs and interests of all commuters.
- Establish good relationships with students in the community by actively getting to know them early in the semester and making frequent contact.
- Be regularly available and accessible to address commuter needs or concerns.
- Facilitate community development through e-mail and in-person outreach with assigned groups of incoming commuter students.
- Ensure every commuter is known on a personal level.
- Assist the students to set goals, develop and implement action plans – engage in regular follow up.
- Support Commuter Student Association, CSA, and other student organizations that assists commuters.

**Provide Student Assistance and Helping Skills**
- Serve as a concerned, non-judgmental peer advisor, whose goal is to assist commuters in resolving problems.
- Treat sensitive information confidentially.
- Display interest and sensitivity to the concerns of minority groups.
- Be available to assist commuters during the week, evenings, and on weekends.
- Be knowledgeable about university resources to help students find their fit in the wider campus community.
- Perform as a mediator in conflicts among commuters and/or staff, within the limits of personal capabilities.
- Educate commuters on conflict resolution skills and mediate group conflicts.
- Identify and assist commuters with personal, social, academic, or health related concerns.
- Communicate with supervisor regularly about intentional interactions, activities, and the commuter community.
- Treat commuters fairly and impartially.
- Refer students when necessary to University and Community resources.

**Respond to Safety/Security, Student Crisis and Other Emergencies**
- Understand crisis protocol and respond appropriately when emergencies arise with commuter students (e.g. medical emergency, significant student issue, etc.); communicate information to appropriate staff.
- Respond positively to crisis situations.
- Inform supervisor in a timely manner with student incident information.
- Educate students on the safety and security guidelines.

**Encourage Student Responsibility**
- Serve as a role model of positive behavior, representing the University with pride and respect, in and out of the classroom. This includes how you represent yourself online through profiles, comments, and pictures on Facebook, Twitter, and other social media.
- Respond in a positive and helpful manner when confronted with behaviors or infractions that disrupt the environment.
- Understand and educate commuters about University policies and regulations outlined in the code of student conduct.
- Communicate to students the community standards of behavior to create a campus environment characterized by respect and ethical decision-making (e.g. Oath of Inclusion).
- Make referrals to your supervisor regarding any individual or incident which needs prompt attention.

**Administrative Tasks**
- Complete administrative tasks in an accurate and timely fashion.
- Attend assigned meetings.
- Disseminate routine information to commuters (e.g. campus flyers, recruitment information, assessment/surveys, bulletin board in commuter lounge etc.)
- Respond to parent/student concerns; refer difficult cases to appropriate personnel.
- Follow office procedures.

**Collaborating with Learning Communities (if applicable)**
- Support the planning and implementation of programming for the Learning Community.
- Support commuter students involved in LCs/FIGs.
- Abide by the Departmental and Supervisor’s expectations of student staff with Learning Communities.
Expectations and Requirements

- 8-10 hours per week assisting on CA-related meetings and activities.
- Be a commuter student or have been a commuter student.
- Maintain at least a 2.75 GPA (cumulative and semester) and remain in good and full-time standing at Saint Louis University. CAs must be enrolled as a full-time student. Should a Commuter Assistant's cumulative grade point average fall below 2.75, while the semester grade point average is 2.25 or above, the CA will be placed on probation for one semester. The CA will develop an academic improvement plan with their supervisor. At the end of that semester, the grade requirement must be met. If the semester grade point average is ever below 2.25, the CA will lose their position. If the semester and/or cumulative grade point average falls below a 2.75 before they start their position on staff, the CA will lose their position.
- Provide minimally 3-5 hours per week in the commuter student lounge or commuter designated area for office hours.
- Attend and participate in all departmental and in-community training, development sessions, in-services, and workshops
- Attend all training events scheduled in March, April, August and January, and participate in FYE selection process.
- CAs are required to attend weekly staff meetings and in-services. A designated time and location will be established during training.
- CAs must maintain a private land-line phone and voice mailbox (or answering machine) in their residences. (Or CA must provide their personal cell phone number if they do not use a land line.)
- CAs are selected for one academic year. There are performance evaluations conducted to determine whether a CA should continue in the position for the following year.
- CAs must be a positive role model through personal example and demonstrate a commitment and pride for Saint Louis University, the Department of Student Involvement Center, and the Division of Student Development through respectful language and behavior.
- CAs must uphold and abide by all University, federal, state and local regulations and policies.
- Demonstrates the willingness to complete other reasonable tasks requested by the supervisor and other departmental professional staff.
- External activities with other organizations or holding a job is acceptable, but they must be approved by your supervisor, and outside jobs/activities are limited to a maximum of 20 hours/week. If these activities consistently take you away from your CA responsibilities, you will have a discussion with your supervisor.
- Frequently, members of the Student Involvement Center student leadership staff are involved in many facets of campus life, leadership, sports, and work. The CA position demands a significant time and energy commitment that should not detract from student academic performance. Certain leadership positions on campus may be a conflict of interest with the CA position or take too much time to also balance the CA’s responsibilities. Additional involvement must be approved by his/her supervisor. Significant time commitments such as full internships, student teaching, etc. are not recommended.

Accountability for and Termination of the Grant-In-Aid Agreement

1. CAs are directly supervised directly by a Graduate Assistant in the Student Involvement Center and indirectly by the other professional staff within the Student Involvement Center.
2. CAs are expected to communicate frequently with their supervisor(s) regarding information about their commuters and all other information pertinent to the department.
3. A written warning or probationary period of a determined length will be assessed towards any CA who is failing to meet the minimum requirements of the Grant-In-Aid position. The CA’s direct supervisor will determine the period and length of the probationary period.
4. The CA’s grant-in-aid and award may be terminated immediately at the discretion of Student Involvement Center if the CA fails to meet a significant expectation. Examples would include entering the student judicial process, breaking the law, failing to maintain the minimum GPA, and endangering the safety and well-being of the commuter(s).
5. Additional information is available in the Grant-In-Aid discipline process.

Remuneration

- $200 per semester in Billiken Bucks;
- Stipend of $1,650 per academic year made in ten (10) monthly installments.
Agreement

1. I hereby agree to participate in the above Grant-In-Aid relationship between the Commuter Assistant and Saint Louis University.
2. I acknowledge that the failure to fulfill the conditions of the above Grant-In-Aid agreement will be considered grounds for termination of the Grant-in-Aid award.
3. I agree to abide by all University rules and regulations including those set forth in the Expectations for Grant-In-Aid Recipients attached to this Agreement.
4. This agreement is effective during the 2013-2014 academic year.

BY: ___________________________ DATE: ___________________________
    Commuter Assistant

BY: ___________________________ DATE: ___________________________
    Supervisor

BY: ___________________________ DATE: ___________________________
    Director for Student Involvement Center

Saint Louis University prohibits discrimination based on race, color, sex, national origin, religion, age, disability, or veteran status. In addition, based on our Catholic values and tradition we are committed to protecting the dignity of each person and therefore extend our non-discrimination policy to include sexual orientation. All University policies, practices, and procedures are administered in a manner consistent with our Catholic Jesuit identity.

10/15/12