Position Abstract
The Commuter Assistant is a key student leadership role within the Student Involvement Center for the Freshman Commuter Student Program. Through this valuable learning opportunity, the Commuter Assistant is charged with developing one on one relationships and building a sense of community with 60 to 80 freshman commuter students. In addition, the Commuter Assistant has primary responsibility for developing and implementing two Commuter Community Meetings per semester that further the mission of the Student Involvement Center, the Division of Student Development, and ultimately the University. The Commuter Assistant serves as a mentor and resource for freshman commuters and assists in developing a “commuter community”. The Commuter Assistant collaborates with department and divisional professional staff to meet the variety of needs of the freshman commuters throughout the year. The Commuter Assistant assists their supervisor and other Student Involvement Center staff in the development of a commuter community on campus and implementation of learning initiatives for the entire Student Involvement Center operation.

The successful student leader must have a passion for working with a diverse student population, be committed to student learning and development, be committed to diversity and social justice, possess strong critical thinking and problem solving skills, demonstrate initiative, communicate effectively, have a positive attitude, have developed interpersonal human relations skills, and have 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.

Position Responsibilities
Commuter Educator
- Be familiar with assigned freshman commuter students and their academic needs.
- Assess the personal developmental and educational needs of assigned freshman commuter students and develop creative learning opportunities and goals to meet these needs.
- Engage freshman commuter students in interactive and passive ways that promote student learning and citizenship.
- Motivate freshman commuter students to succeed academically and personally.
- Encourage freshman commuter student involvement and personal growth through leadership experiences.
- Support and respect the dignity of all individuals and encourage that behavior in freshman commuter students.
- Offer freshman commuter students the opportunity to learn to manage time, maintain good study habits, and take tests efficiently.
- Direct freshman commuter students to the appropriate academic resources (e.g. Academic Services, Academic Advisors, Professional Staff, etc.)

Community Development/Program Facilitator
- Initiate, plan, and organize two Commuter Community Meetings per semester that respond to the needs and interests of freshman commuter students.
- Assist Commuter Oriflamme leaders as needed to aid in creating successful Fall Welcome events.
- Attend and be punctual for Fall Welcome and Winter Welcome activities as outlined during Commuter Assistant training, and encourage attendance of all freshman commuter students.
- Establish good relationships with freshman commuter students by actively getting to know them early in the semester and making frequent contact.
- Be regularly available and accessible to address freshman commuter student’s needs or concerns.
- Facilitate community development through e-mail and in-person outreach with assigned freshman commuter students.
• Assist assigned freshman commuter students to set academic and personal goals, develop and implement action plans, and engage in regular follow up.
• Support Commuter Student Association, SGA, and other student organizations that support freshman commuter students.

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

Respond to Safety/Security, Student Crisis and Other Emergencies
• Understand crisis protocol and respond appropriately when emergencies or crisis situations arise with freshman commuter students (e.g. medical emergency, significant student issue, etc.); communicate information to appropriate University staff.
• Inform supervisor in a timely manner of all crisis or emergency situations that concern freshman commuter students and have appropriate incident information for documentation.
• Educate freshman commuter students on University 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 positive personal representation 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 freshman commuter students about University policies and regulations outlined in the University Community Standards.
• Communicate to freshman commuter students the community standards of behavior in an effort 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 assigned freshman commuter students (e.g. campus flyers, recruitment information, assessment/surveys, bulletin board in commuter lounge etc.)
• Respond to parent/student concerns; refer difficult situations to appropriate personnel.
• Follow office procedures.
Position Requirements

- 8-10 hours per week working on Commuter Assistant-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 academic standing at Saint Louis University.
- Applicants’ behavioral and conduct records will be reviewed prior to being selected and during their time in position. Behavioral concerns and violations of the University Community Standards may affect students’ ability to be selected and/or retained. Students not in good standing with the university are automatically ineligible, but other behavioral concerns and conduct records are also reviewed to determine eligibility to be selected and/or retained.
- Provide minimally 3-5 hours per week in the commuter student lounge for office hours.
- Attend and participate in all appropriate SIC and in-community training, development sessions, in-services, and workshops.
- Attend all FYE training events scheduled in August and January, and participate in FYE selection process.
- Attend weekly staff meetings. A designated time and location will be established during training.
- Commuter Assistants are selected for one academic year. Performance evaluations are conducted to determine whether a Commuter Assistant should continue in the position for the following year.
- Commuter Assistants must be a positive role model through personal example and demonstrate a commitment and pride for Saint Louis University, the Student Involvement Center, and the Division of Student Development through respectful language and behavior.
- Commuter Assistants must uphold and abide by all University, federal, state and local laws, regulations, and policies.
- Commuter Assistants must demonstrate a willingness to complete reasonable tasks requested by their supervisor and other SIC professional staff.
- External activities with other organizations or an additional job must be approved by the CA supervisor. Outside jobs/activities are limited to a maximum of 20 hours/week. If these activities consistently distract from CA responsibilities, corrective counseling and/or dismissal will be discussed with the CA supervisor.
- Although the Student Involvement Center student leadership staff are involved in and must balance many facets of campus life, student organization leadership, sports, and work. The Commuter Assistant position demands a significant time and energy commitment but it should not detract from a student’s academic performance. Certain leadership positions on campus may be a conflict of interest or be too time consuming while performing the Commuter Assistant’s responsibilities and CA’s are discouraged from holding such positions. 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

- Commuter Assistants are directly supervised by a professional staff member of the Student Involvement Center and indirectly by the other professional staff of the Student Involvement Center.
- Commuter Assistants are expected to communicate frequently with their supervisor regarding information about assigned freshman commuters and any other information pertinent to the department.
- A written warning or probationary period of a determined length will be assessed towards any Commuter Assistant that it is determined is failing to meet the minimum requirements of the Grant-In-Aid position. The Commuter Assistant’s direct supervisor will determine the length of any probationary period.
- The Commuter Assistant’s grant-in-aid and award may be terminated immediately at the discretion of Student Involvement Center if the Commuter Assistant fails to meet any significant expectation of the position. Examples would include but are not limited to;
entering the student judicial process, breaking the law, failing to maintain the minimum GPA, and endangering the safety and well-being of any other student(s).

- Additional information is available in the Grant-In-Aid discipline process.

**Compensation of Service**

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

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.