

Commuter Assistant

Saint Louis University
First-Year Experience
Position Description 2012

Position Abstract

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.

The full Grant-in-Aid position description will be provided to all Commuter Assistant applicants. Below is an abbreviated description.

Responsibilities

- Develop one on one connections and build a sense of community within 60 to 80 first year commuter students.
- Serve as resources for the commuters, creating a "commuter community" and serve as a mentor.
- Collaborate with the Department of Undergraduate Initiatives, the Department of Housing and Residence Life, and divisional professional staff to meet the varying needs of their commuters throughout the year.
- Assist the Undergraduate Initiatives Graduate Assistant and other departmental staff in the development of commuter communities and implementation of learning initiatives for the entire Undergraduate Initiatives operation.
- 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.
- Encourage student involvement and personal growth through leadership experiences.
- Help create and maintain an atmosphere conducive to studying with the commuter community. 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.).
- Initiate, plan, and organize educational programs that respond to the needs and interests of all commuters.
- Facilitate community development through personal interactions, meetings, and activities.
- Establish good relationships with students in the community by actively getting to know them early in the semester and making frequent contact.
- Utilize the Division's philosophy and the residential curriculum model to develop programs and activities for the community.
- Be regularly available and accessible to address commuter needs or concerns.
- Support Commuter Student Association, CSA, and other student organizations that assist commuters.
- Be knowledgeable about university resources to help students find their fit in the wider campus community.
- Identify and assist commuters with personal, social, academic, or health related concerns.
- Display interest and sensitivity to the concerns of minority groups.
- 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.
- Confront and document policy violations in a timely manner.
- Educate students on the safety and security guidelines.
- Communicate to students the community standards of behavior to create a campus environment characterized by respect and ethical decision-making.

Job Expectations and Requirements

- 15 hours per week assisting on CA-related meetings and activities.
- Be available to assist commuters during the week, evenings, and on weekends.
- Be a commuter student or have been a commuter student.
- Provide minimally three - five hours per week in the commuter student lounge or commuter designated area for commuter hours.

- Attend and participate in all departmental and in-community training, development sessions, in-services, and workshops.
- Arrive early in August (August 17-23, 2011) and January (January 13, 2012) and leave late at the end of each semester for training and end of the year wrap up processes. Attend all training events scheduled in March, April, August and January, and participate in student staff selection process.
- Attend weekly staff meetings and in-services. A designated time and location will be established during training.
- 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.)
- Be a positive role model through personal example and demonstrate a commitment and pride for Saint Louis University, the Department of Undergraduate Initiatives, and the Division of Student Development through respectful language and behavior.
- 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 10 hours/week. If these activities consistently take you away from your CA responsibilities, you will have a discussion with your supervisor.
- CAs may not serve as the president/chair of any "governing/decision-making" student group which includes RHA, CSA, or SGA because it could become a conflict of interest because the group makes decisions that directly affect the CA position. Specifically they make decisions about what type of funding a CA/ RA or hall/organizations can receive. If you are considering running for an officer/chair position on campus, you will need to discuss this with your supervisor to see if your schedule allows time to do this and the CA position.
- Frequently, members of the Undergraduate Initiatives 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.
- 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.

Accountability/Compensation

- CAs are directly supervised directly by a Graduate Assistant in Undergraduate Initiatives and indirectly by the other professional staff within the Department of Undergraduate Initiatives.
- CAs are Grant-in-Aid positions that are compensated \$400 per semester in Billiken Bucks and a stipend of \$2500 per academic year made in ten (10) monthly installments.

Selection Timeline:

| | |
|------------------|---|
| January 29, 2012 | Application due by 11:59pm online on the Student Involvement Center's Groups Page |
| February 4, 2012 | Group interviews between 9:00am-4:00pm |
| Feb. 21-22, 2012 | Individual interviews for selected applicants |
| March 9, 2012 | Notifications of final selection |

Students STUDYING ABROAD in Spring 2012:

| | |
|---------------------|---|
| November 20, 2011 | Application due at 11:50pm online on the Student Involvement Center's Groups Page |
| Nov. 28-Dec.2, 2011 | Group & Individual Interviews |
| March 9, 2012 | Notification of final selection |