

**Community Assistant
Academic Term 2022 – 2023**

Position	Student Worker – Live In
Location	Abbotsford Campus
Term	August 15, 2022 – April 30, 2023
Time Commitment	10 hours per week 4 weekdays on call shifts/month, 2 weekend days on call shifts/month
Salary	\$840 stipend per month + 4% in lieu of vacation
Direct Supervisor	Manager, Campus Living (MCL)

Housing and Campus Living

Lá:lém te Baker is a campus housing community made up of students who come from many different countries. We typically see over 30 countries represented in our building. Campus Living wants to build a team of Community Assistants that represents the diverse perspectives, lived experiences, and cultural needs of the students living on campus.

Community Assistant Role

Community Assistants (CAs) are student leaders who live in student housing. CAs offer peer support, help students navigate living on their own, respond to housing issues, conduct incidents or emergencies after hours, and assist with the development and delivery of programming (events, workshops, floor meetings, bulletin boards) for students living in housing.

Duties and Responsibilities

- Models' responsible community living by upholding all Housing, Campus Living, and UFV policies, regulations, and community standards outlined in the Housing contract and Housing and Campus Living handbook;
- Provides first point of contact and resources for students living in housing;
- Builds relationships with students through door-to-door visits, meetings, regular communications and hosting events;
- Builds community by planning, promoting, and delivering monthly programs, events and floor meetings;
- Identifies and mediates conflict in the community, referring up to their supervisor if needed;
- Works to ensure that students are promoting clean, safe, and welcoming shared spaces;
- Promotes a housing environment that is inclusive and equitable to all students;
- Supports move-in and move-out periods in housing;
- Assists in the delivery of our housing orientation;
- Supports the Campus Living Department, and campus partners sponsored events through promotion and attendance with students from the housing community;
- Assists Housing Operations with mid-semester room inspections;
- Performs scheduled On Call shifts and duties as determined by the MCL;
- Responds to emergency situations as appropriate and directed;
- Informs the MCL of issues arising from their community and housing at large in a timely manner;
- Refers any issues that are beyond the expectations of the role or their ability to the MCL;
- Works with the MCL and campus partners (e.g. Campus Security, Counselling) to provide support during emergency situations (e.g. power outage, severe weather);
- Identifies and reports health and safety issues;
- Educates students about the Campus Living community standards;

- Participates in bi-monthly staff and one-on-one meetings;
- Completes required online and in-person training;
- Conducts rounds, completes on-call tasks and responds to incidents during on-call shifts;
- Reports and attends to damages, housekeeping and maintenance problems;
- Administrative duties include; daily logs, bi-monthly activity reports, incident reports, email communication, submitting program plans and evaluations, promoting programs, and creating bulletin boards;
- Adheres to British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA) and to all UFV and Student Life policies and guidelines, and;
- Performs other duties as assigned and are consistent with the scope of the position.

Qualifications

- Full-time student at UFV;
- Demonstrated ability to exercise good judgment in high-risk situations;
- Demonstrated leadership and critical thinking skills;
- Ability to work independently and cooperatively as part of a team;
- Appreciation for, and understanding of, equity, diversity, and inclusion;
- Ability to exercise tact and diplomacy when administering university policies;
- Effective communication skills;
- Ability to manage time effectively including all academic, personal, and work commitments;
- Attention to detail with a high degree of accuracy;
- Ability to work flexible hours, including evenings, weekends, and holidays;
- Previous experience in event planning an asset;
- **Must meet Housing eligibility requirements;**
- This position requires you to live within a pre-assigned; room within Housing, and to meet all Housing and Campus Living fees and payment deadlines;
- One-year experience living in a Student Housing an asset, and;
- Familiarity with Microsoft Office (Outlook, Excel, Word, etc.).

Conditions of employment that you should consider before applying:

- Attend CA Training from August 15 – 26, 2022
- Be available for move-in and Welcome Week events the weeks of August 30th – September 6th;
- Be in housing from 11:00 pm onward at least three out of five nights during the week (Sunday - Thursday) and two weekends each month;
- Attend a bi-monthly staff meeting;
- When on call, be within a 5-minute walking or driving distance from the campus;
- Abstain from alcohol and/or cannabis during training, and move-in;
- Work with the CA Team to ensure a minimum of three Community Assistants are on campus throughout Reading Week; and
- Remain in housing until Noon on December 24, 2022, and 4:30 pm on April 30, 2023;
- Possess an Emergency First Aid Certificate by August 15, 2022 (registration fee is reimbursed).

Application Process

Applications for this position will be accepted January 17 – February 25, 2022. To apply, submit the following documents through UFV Career Link:

- Cover letter addressed to Christine Zapisocki, Manager, Campus Living, that outlines your interest and explains your suitability for this position (with examples);
- Current resume; including two references (employment references preferred) with contact information;