

*COMMUNITY ASSISTANT
APPLICATION PACKET*

FALL 2010

*APPLICATIONS ARE DUE MONDAY FEBRUARY 15TH, 2010
@ 4PM TO THE OFFICE OF COMMUNITY LIVING
LOCATED IN HEUBECK HALL*

WELCOME

- By completing an application you are expressing your interest in one of the most important student leadership positions available at Goucher College. Community Assistants are community leaders, educators, counselors, friends, agents of change, advisors, policy enforcers, and team players. If hired and placed as a CA, you will play a critical role in shaping a floor/house community and will involve student residents in that community. The demands on CAs are complex, but the material and nonmaterial benefits are extremely rewarding. The Community Assistant position is the toughest job you will ever love.
- Enclosed you will find all the materials (except for an unofficial copy of your transcript) that you need to complete your application. Please read the contents carefully, and complete each item fully. We extend our appreciation for your interest and wish you the best in this selection process.

MINIMUM QUALIFICATIONS

- Below are the minimum qualifications to be a Community Assistant:
 - Applicants must have at least a 2.5 cumulative GPA at the time of application and at the time of commencement of the Community Assistant position. Thereafter, Community Assistants must continue to maintain a 2.5 cumulative GPA to continue as a staff member.
 - Applicants must be free of any current college judicial sanctions.
 - Applicants must have lived in a residence hall for at least 2 semesters at the commencement of the Community Assistant position.
 - Applicants must be undergraduate students enrolled in degree-granting programs.
 - In order to hold this position, students must be eligible for student payroll. If you are not a US citizen and do not hold a F1 or J1 Visa, you are most likely not eligible for student payroll. If you have questions regarding your status, please contact the Dean of Students Office.

ABOUT THIS PACKET

- This packet includes several forms. Please make sure that you have what is listed:
 - CA Application
 - Two Recommendation Forms
 - Community Assistant Recruitment Process Timeline

THE COMMUNITY ASSISTANT RECRUITMENT PROCESS TIMELINE

- **Friday December 11th, 2009**
Applications are made available in the Office of Community Living as well as online
- **Community Assistant Recruitment 2010 Interest Sessions in the Batza Room**
Thursday January 28th, 2010 at 8pm
Friday January 29th, 2010 at 4:30pm
Monday February 1st, 2010 at 5pm
Wednesday February 3rd, 2010 at 9pm
Thursday February 4th, 2010 at 6pm
- **Monday February 15th, 2010 at 4pm**
Completed Community Assistant Applications and Recommendation Forms are due to the Office of Community Living
- **Saturday February 20th, 2010 from 9am until 1pm Heubeck Multipurpose Room**
Community Assistant Group Interview Day. If you are not available for the group interview day due to academic or other commitments that cannot be changed, you should let the OCLMA office staff know when you drop off your application
- **Sunday February 21st, 2010 from 9am until 3:30pm Heubeck Multipurpose Room**
Community Assistant Individual Interview Day.
Community Assistant applicants need to sign up for 30 minute interview slots at www.mysignup.com/communityliving.
Applicants need to sign up for an individual interview time by Friday February 19th, 2010.
- **Friday March 5th, 2010**
Applicants will receive notification let them know if they have been offered a position, been placed in the alternate pool or are considered not hireable at this time. Applicants will be notified by 5pm on this date.
- **Friday March 12th, 2010**
Confirmation letters for newly hired CAs and alternates need to be returned to OCLMA by 5pm
- **Monday March 22nd, 2010**
Hired Community Assistants will receive their housing placements.
- ****Please retain this sheet for your records; this should not be turned in with your application. If you have any questions about the process please contact the Office of Community Living at 410-337-6424****

THE COMMUNITY ASSISTANT POSITION DESCRIPTION

Community Assistants at Goucher College wear many hats. Below is a description of the CA position:

- **Specific Duties (Community Development and Programming):**

- Develop a personal relationship with students within your area of responsibility and become familiar with other students within your living unit. Be cognizant of resident attitudes, academic achievements, academic difficulties, and health problems.
- Facilitate a variety of activities to promote both building and area spirit in the residential community. These efforts should be both actively and passively pursued on a continual basis.
- Plan and promote activities, which encourage formal and informal student interaction with faculty and administrative staff.
- Support the planning and presentation of development programs within each residential community. The CA will be responsible for implementing assessment procedures to determine the needs and interests of their residents and for presenting (or arranging for the presentation of) programs each semester in the areas specified by the departmental programming model. Programs are approved by your immediate supervisor as required to meet the needs of your residents. Work closely with the Professional Staff in planning and presenting these programs.
- Establish working relationships with housekeeping personnel working in the residential community.
- Post notices and maintain bulletin boards; promote and publicize community and College programs.
- Serve on one of the four Community Living Committees, which include the Of the Month Committee, the Celebrations/Recognition Committee, the Athletics Committee and the Staff Development Committee. CAs can choose which committee they would like to be a part of.
- Utilize & educate residents on the appropriate procedures regarding maintenance policies.
- Investigate room, suite, and common area damages and report findings to the CLC.

- **Specific Duties (Administrative):**

- Develop and promote an awareness of fire and safety precautions among the residents with fire drills and other safety measure procedures. Be familiar with the specific evacuation procedures for the building and area.
- Assist in the opening and closing of the buildings. This requires CA's to arrive early and **remain** until inventory, check-in, check-out, closing and other assigned duties are completed. Dates will be specified by the office.
- Be familiar with and abide by all policies concerning keys and their distribution. Abuse and/or reckless use of keys (including master keys) will likely result in immediate termination.
- Assist with and use necessary forms and reports (such as hall rosters, room condition inventories, incident reports, housing surveys, and work orders) in a timely manner.
- Arrive on campus by the specified date prior to the opening of the residential areas for the fall and spring semesters for the purpose of staff training. Dates will be provided to you by your supervisor.
- Participate in weekly staff meetings and In-service training programs. In-service training may be conducted at both a community level as well as College-wide. In-service training requirements may be increased/decreased dependent upon the supervisor's perceived need.
- Participate in the established process of staff selection and training.
- Participate in staff on-duty schedules and fulfill office duty responsibilities as designated.
- Promptly bring any maintenance concerns to the attention of your immediate supervisor.
- Assist in key distribution and collection.
- Assist with housing selection, room verification, staff selection, and other functions deemed necessary by the Office of Community Living.

GOUCHER COLLEGE

OFFICE OF COMMUNITY LIVING AND MULTICULTURAL AFFAIRS

COMMUNITY ASSISTANT APPLICATION 2010-2011

Please type or use ink for page one of this application. **Answers on subsequent pages must be typed (additional pages may be attached).** Return the completed application in person to the Office of Community Living by **4:00 PM on Monday February 15, 2010.**

Personal and Academic Data:

Name: _____ Gender _____ Campus Address: _____

Phone: _____ Cell: _____

Major: _____ Current Rank (circle): Fr. So. Jr. Sr.

GPA: Cumulative _____ Fall 2009 _____ Expected Graduation Date: _____

(must have a min. 2.5 GPA)

Number of semesters living on-campus (inclusive): _____ What houses: _____

Are you approved for a medical air-conditioner: _____(NO) _____(YES)

Background Experiences: If applicable, include high school experience.

Work History:

Dates	Place of Employment and Title	Supervisor Name & Title
_____	_____	_____
_____	_____	_____
_____	_____	_____

Recommendations:

List the names of people from whom you have requested recommendations. Please note that the recommendations are due in the Office of Community Living and Multicultural Affairs **no later than 4:00 PM on Monday February 15th, 2010.**

One recommendation should be from a Goucher community member (faculty, staff, or student) and the other from an employment experience (on-campus or off-campus).

1. _____
2. _____

Please complete the following questions (attach additional sheets)

- 1. List and describe any experience(s) you have had serving in a leadership capacity that serve as a foundation for taking on a leadership position within the residence halls.
- 2. List and describe any experience(s) that you have had serving in an advising or counseling capacity that would relate to the academic or peer advising resources a CA provides.
- 3. Describe the ways in which you have exhibited your commitment to a multicultural environment while at Goucher.
- 4. Describe your strengths and weaknesses as a potential Community Assistant. Also, include how both might affect staff and students with whom you would interact in the houses?
- 5. What do you think are the major needs of students living in college residence halls? How would you as a staff member address those needs?
- 6. With what kind of student population would you like to work with and why?
 Single sex Coed First-year Mixed
 Special Interest Apartment/suite style living
- 7. Please clarify any items in your disciplinary or academic record that should be taken into consideration.
- 8. In rank order, list five goals you would have for your first year as a Community Assistant.
- 9. What additional commitments or obligations do you expect to have during the period for which you are applying to be a Community Assistant? Please explain the responsibilities, number of hours per week necessary to fulfill the obligations, and your specific plan to balance the demands of your various commitments.

I understand that my academic and disciplinary records will be reviewed for the purposes of selection. The information that I have presented is true and correct to the best of my knowledge. I understand that incomplete or false information may disqualify my application. I further understand that this information will be shared with the student life staff for the purposes of the Community Assistant selection only.

Signature of Applicant

Date

GOUCHER COLLEGE

OFFICE OF COMMUNITY LIVING AND MULTICULTURAL AFFAIRS

COMMUNITY ASSISTANT APPLICANT REFERENCE FORM

2010-2011

Please complete the following section prior to giving this form to your reference.

I waive my right of access to recommendations concerning my application.

Signature

Date

I DO NOT waive my right of access to recommendations concerning my application.

Signature

Date

(Print Name) _____ is applying for a Community Assistant position for Fall 2009. Community Assistants work in an advisory capacity for a group of students living within a residence hall. Responsibilities include: social and educational programming, peer counseling, community building and accountability, administrative duties, and emergency situation response. Strong candidates are mature, dependable, responsible, sensitive, and serve as positive role models and leaders for the College. In addition, they must possess skills in the following competency areas: life management skills, group and individual helping skills, community responsibility, and self-awareness.

How well do you know the student? Very well _____ Well _____ Slightly _____

In what capacity? _____

Please describe the candidate's strength and weaknesses as they relate to the Community Assistant position and the skill areas listed above:

Please note any special accomplishments, projects, or qualities of the candidate of which we should be aware:

Please evaluate this candidate on each of the statements by circling the appropriate rating on a scale of 1 to 4. (1=least positive, 4=most positive, NBO=No Basis for Observation):

1. performs tasks promptly and accurately	1	2	3	4	NBO
2. gets along well with peers	1	2	3	4	NBO
3. communicates well	1	2	3	4	NBO
4. remains calm and clear-headed in stressful situations	1	2	3	4	NBO
5. tolerant of others' ideas	1	2	3	4	NBO
6. able to accept feedback (both positive and negative)	1	2	3	4	NBO
7. able to provide feedback (both positive and negative)	1	2	3	4	NBO
8. has a positive attitude	1	2	3	4	NBO
9. budgets time and establishes priorities	1	2	3	4	NBO
10. readily assumes responsibility	1	2	3	4	NBO
11. demonstrates effective listening skills	1	2	3	4	NBO
12. functions well as a member of a group	1	2	3	4	NBO
13. functions well as a leader of a group	1	2	3	4	NBO
14. sensitive to others	1	2	3	4	NBO
15. accepts suggestions and directions well	1	2	3	4	NBO
16. takes action where appropriate	1	2	3	4	NBO
17. well informed about the College	1	2	3	4	NBO
18. firm and assertive when appropriate	1	2	3	4	NBO
19. exhibits common sense and a realistic perspective	1	2	3	4	NBO
20. has a sense of humor	1	2	3	4	NBO

Feel free to elaborate on any of the above statements:

Please circle one of the following:

Strongly Recommend **Recommend** **Recommend with Reservation** **Do Not Recommend**

Additional Comments:

Signature

Title

Print Name

Phone Number

Date

Thank you for your assistance. Please return this form to the Office of Community Living

Goucher College, 1021 Dulaney Valley Road, Baltimore, MD 21204, by **Monday, February 15th, 2010.**

GOUCHER COLLEGE

OFFICE OF COMMUNITY LIVING AND MULTICULTURAL AFFAIRS

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2010-2011

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Date

I DO NOT waive my right of access to recommendations concerning my application.

Signature

Date

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How well do you know the student? Very well _____ Well _____ Slightly _____

In what capacity? _____

Please describe the candidate's strength and weaknesses as they relate to the Community Assistant position and the skill areas listed above:

Please note any special accomplishments, projects, or qualities of the candidate of which we should be aware:

Please evaluate this candidate on each of the statements by circling the appropriate rating on a scale of 1 to 4. (1=least positive, 4=most positive, NBO=No Basis for Observation):

21. performs tasks promptly and accurately	1	2	3	4	NBO
22. gets along well with peers	1	2	3	4	NBO
23. communicates well	1	2	3	4	NBO
24. remains calm and clear-headed in stressful situations	1	2	3	4	NBO
25. tolerant of others' ideas	1	2	3	4	NBO
26. able to accept feedback (both positive and negative)	1	2	3	4	NBO
27. able to provide feedback (both positive and negative)	1	2	3	4	NBO
28. has a positive attitude	1	2	3	4	NBO
29. budgets time and establishes priorities	1	2	3	4	NBO
30. readily assumes responsibility	1	2	3	4	NBO
31. demonstrates effective listening skills	1	2	3	4	NBO
32. functions well as a member of a group	1	2	3	4	NBO
33. functions well as a leader of a group	1	2	3	4	NBO
34. sensitive to others	1	2	3	4	NBO
35. accepts suggestions and directions well	1	2	3	4	NBO
36. takes action where appropriate	1	2	3	4	NBO
37. well informed about the College	1	2	3	4	NBO
38. firm and assertive when appropriate	1	2	3	4	NBO
39. exhibits common sense and a realistic perspective	1	2	3	4	NBO
40. has a sense of humor	1	2	3	4	NBO

Feel free to elaborate on any of the above statements:

Please circle one of the following:

Strongly Recommend **Recommend** **Recommend with Reservation** **Do Not Recommend**

Additional Comments:

Signature

Title

Print Name

Phone Number

Date

Thank you for your assistance. Please return this form to the Office of Community Living

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