Community Assistant Application

North Carolina Central University1801 Fayetteville St., Box 19382, Durham, NC 27707

The Department of Residential Life is excited about your interest in becoming a part of the Community Assistant (CA) Team! Before you proceed with completing this application, please thoroughly read this information packet. Failure to submit completed application materials via email at reslife.selection@nccu.edu will result in your ineligibility to gain a Community Assistant position. In addition, please review the eligibility requirements before continuing. Failure to meet one or more of the eligibility requirements will render you unable to obtain a CA position. Lastly, review the position description and ensure that this position is for you! Please note that incomplete applications and paper-copy applications will not be reviewed by the Residential Life Student Staff Selection Committee.

Eligibility Requirements

All applicants must:

*The CA position is an academic year position working approximately 10-15 hours per week at the community front desk. These hours are to be negotiated in conjunction with the CM.
*A successful candidate must have and maintain a semester **AND** cumulative **2.70** GPA.
*The candidate must be enrolled at NCCU as a full-time student.
*The candidate must be available for training over the summer and through the opening the halls for Fall semester.
*The candidate must have no outside employment for the 2014-2015 academic year without supervisor approval.
*The candidate must report any disciplinary action he or she has received from the University or Residential Life.
*Any conduct cases on file will be reviewed and may, or may not, render the candidate ineligible for employment with the Department of Residential Life.
*The candidate must not have any open sanctions with the University or Residential Life.

Initial here that you understand the previous information. _____

Position Description

Message from the Department of Residential Life

The Department of Residential Life at North Carolina Central University is committed to providing its residents with safe, secure, and welcoming residence halls that will help foster independence, respect for the community, and academic success. The community Assistant is an active member of the Residential Life staff and must possess the skills and knowledge to assist in carrying out the mission of the Department of Residential Life. As a staff member, the CA will respond to a variety of situations within the residence halls and must be able to do so with courtesy and professionalism. The Community Assistant must also be capable of exhibiting excellent customer service through dealings with the residents and guests of the halls.

Supervision

Community Assistants are directly supervised by the Community Manager (CM), who are in return supervised by the Community Director (CD).

Duties and Responsibilities

The Community Assistant works to provide direction for student learning and academic success while assisting with the coordination of the administrative facets of a co-educational residential community in traditional residence halls, suite style complexes, or apartment buildings. Some general job tasks include answering phones, completing community bulletin boards, answering basic questions about Residential Life operations, addressing resident concerns, maintain front desk/office cleanliness and organization, as well as providing excellent customer service to residents, staff and guests.

Appointment Dates

Community Assistant (CA) appointments are made for the entire academic year. Appointments for the 2014-2015 Academic Year are as follows:

Fall Semester

Sunday, August 3rd, 2014 after 2:00PM (Contract/Agreement Begins)
Sunday, December 14, 2014 at 10:00AM (Winter Break Departure)

Spring Semester

Saturday, January 3rd, 2015 at 5:00PM (Return to Campus from Winter Break)
Sunday, May 10th, 2015 at 10:00AM (Contract/Agreement Ends)

Training and Professional Development Sessions:

CAs MUST attend all staff training sessions. All trainings are a requisite of job employment. These dates include, but are not limited to:

*Fall Training: Sunday. Aug. 3rd - Sat. Aug. 9th, 2014
*Spring Training: Sat. Jan. 3rd - Mon. Jan. 5th, 2014
*Weekly Staff Meetings (TBD by your CM)
* In-Services: (TBD by Residential Life)

* The CA job is a priority; ALL trainings/professional developments sessions are MANDATORY.

Compensation

*Work-Aid payment of $8.00/ per hour. This is paid out on a bi-weekly basis based on the University annual Payroll Calendar.
*The CA will be paid based on ACTUAL hours worked.
*The CA is expected to submit time in the University online Banner system on the last Friday prior to the close of each Pay period by 5pm (refer to the University Payroll calendar).
*Failure to adhere to this deadline may result in delayed pay and probation and possible job termination.

Additional Questions?

If you have specific questions about the CA position, please e-mail reslife.selction@nccu.edu and visit the NCCU Residential Life website for more information
http://www.nccu.edu/students/housingdining/employmentopps.cfm

Position Information and Preference Form

Identifying Community preferences does not guarantee placement if selected to serve as a Community Assistant.

I am seeking to be a Community Assistant for the following term (s):

☐ 2014 Summer Sessions ☐ 2014 – 2015 Academic School Year

Building Preference: Please check & label your top three.

☐ Eagle Landing* ☐ Ruffin* ☐ McLean

☐ Baynes ☐ Eagleson ☐ Annie Day ☐ Rush

☐ Chidley North ☐ New Res 2 ☐ Richmond

Ruffin and Eagle Landing are academic year buildings and are open for Winter and Spring Break. Staff assigned to these communities are required to work during the scheduled breaks.

Applicant Information

Last Name First Name Middle Initial

Banner ID E-Mail Address

Local Address

What hall do you live in? Chidley North

Permanent Address

Street Address

City State Zip Code Phone Number

Birthdate Male ☐ Female ☐ Race/Ethnicity

Major/Concentration Minor

GPA Credits at NCCU

Current Student Classification Anticipated Graduation Date

Anticipated Credit hours Fall 2015 ☐ Full ☐ Part

Anticipated Credit hours Spring 2016 ☐ Full ☐ Part

Short Answers

1. List extracurricular involvement and special interests (i.e. clubs, sports, organizations, etc.)

2. What skills/experiences do you have that makes you a qualified candidate for this position?

3. What do you believe is the most important part of a CA's job? Why?

Professional References

Provided below are three boxes for reference information. All three boxes must be filled out completely. Please ensure that all of your references are professional references. Consider asking professors, advisors, mentors, supervisors, or other similar individuals who are familiar with you on a personal and professional level.

Name Relationship

Address Title

City State Zip Code Phone Number

E-mail

Name Relationship

Address Title

City State Zip Code Phone Number

E-mail

Name Relationship

Address Title

City State Zip Code Phone Number

E-mail

To Submit

Please save this completed application in the following format: "Doe, John CA Application." Once you have saved it, please email it and your resume to reslife.selection@nccu.edu. You will then apply for the CA position by submitting this application and your resume via the email listed above.

I certify that I wish to apply for the position of Community Assistant at North Carolina Central University. By printing my name and Banner ID below I indicate that all of my application statements are true to the best of my knowledge. I also authorize the Department of Residential Life to review my current GPA and Student Conduct files as part of this application review process.

Printed Name

Banner ID Date