

# *Residential Life Community Assistants*

*Job Description 2024-2025*

## **Overview**

Community Assistants will assist students in navigating Binghamton University and connect them with opportunities for engagement on campus and within their community. Community Assistants will work an average of up to 20 hours per week with responsibilities for engaging individual students, implementing events, and attending regular meetings. For more information, please visit our [Residential Life Work with Us](#) page.

## **Job Description**

The Community Assistant's core responsibilities are listed below.

### *General:*

- Foster an inclusive community to build a sense of belonging and well-being
- Complete door tags for assigned students prior to start of each semester
- Assist with the planning, preparing, and implementation of area traditions
- Plan and implement community wide and building wide events as directed by Residential Life
- Participate in BWelcome programming for residential students including assisting students in attending New Student Orientation events and UFest
- Meet with individuals and groups of students periodically to connect them to each other and University engagement/involvement opportunities
- Provide student information to supervisors on a regular basis to offer wrap-around support to students
- Maintain and update logs of student interactions
- Maintain a presence in the area that fosters relationships with residential students and refer students to appropriate Residential Life staff members
- Attend community events with residential students as needed
- Complete monthly resident recognition activities within the assigned hall (passive and active)
- Serve as a resource for area council and hall government through attendance at meetings and events
- Attend weekly office hours to complete administrative tasks and availability hours for residents
- Support Collegiate Professor events and initiatives
- Attend Learning Community events and initiatives as needed
- Complete Residential Life departmental responsibilities including but not limited to:
  - o Attending regular group and individual meetings with supervisors
  - o Assisting with hiring and recruitment processes
  - o Participating with move-in days & closing operations
  - o Attending all required trainings and department-wide events
- Other responsibilities and duties as assigned

## **Application Requirements**

- Full-time undergraduate enrollment at Binghamton University
- Good standing with the Office of Student Conduct
- Cumulative GPA of 2.5 or higher preferred

## **Compensation & Term of Employment**

On campus room - may be assigned a single or a double room (with roommate of student staff choice)  
This position is for one academic year with the opportunity for reappointment following a performance evaluation.

The official employment dates for this position are August 2024 through May 2025, with exact move-in dates to be announced. Staff will be expected to arrive prior to general student move-in.

Including opening and closing procedures

If you anticipate a need for disability related accommodations or auxiliary aids to attend or participate, please contact [rlselection@binghamton.edu](mailto:rlselection@binghamton.edu). We ask that you provide us at least 3-5 days of advanced notice regarding your equal access needs.

**Binghamton University is an affirmative action/equal opportunity employer.**

*Binghamton University Residential Life is committed to excellence in diversity and the creation of an inclusive learning and working environment. We encourage applicants of marginalized backgrounds to apply to this position. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, gender identity, gender expression, sexual orientation, age, ability status, veteran status, or any other protected characteristics applicable by law.*