MISSION
The Community Assistants are members of the Office of Student Affairs serving on the residential staff of the Fischer O’Hara-Grace Graduate Residences. In collaboration with the rest of FOG staff, the Community Assistants help ensure the high quality of services and programs available to our residential community.

Office of Housing Guidelines
The position of Community Assistant (CA) is an important one at the University of Notre Dame. The CA is involved in helping students live together productively as members of the Fischer, O’Hara-Grace Graduate Residences and the University of Notre Dame. In pursuing this goal, the CA assumes many responsibilities.

The CA is a graduate student who is a resident of FOG. He or she is assigned to work in a particular area of the complex, under the immediate direction of the Rector.

Every CA must participate in staff orientation, and in-service activities. Orientation will be ongoing throughout the summer. Attendance at orientation, as well as regular meetings with the FOG Staff is mandatory.

In order to show active interest in students, the CA should be available to them on a regular basis. The CA is expected to know his or her residents well enough to be able to provide direct assistance or provide appropriate referrals in areas including (but not limited to): academic, spiritual, social and personal. Working with FOG Staff, the CA should help maintain an atmosphere of friendly community living.

Additionally, as employees of the Office of Housing, the CA is required to enforce University policy in accordance with the University and FOG handbooks, and du Lac. And, equally important, University staff members are expected to show leadership by the example of their personal lives.

Details of Position
Schedule: Flexible (determined by arrivals of new residents and programs)
Stipend: (Approximately $260/mo)
Dates: Mid-May May 9th to August 22nd (time away scheduled in consultation with the rector)

Responsibilities:

- Work with FOG Head Staff to maintain an atmosphere of friendly community living;
- Attend regularly scheduled meeting with FOG complex staff;
- Assist with move-in and move-out process by communicating with incoming residents before arrival and assisting them upon arrival.
- In collaboration with other residential staff members lead and coordinate community events.
- Assist with day-to-day administrative tasks on an as-needed basis,
• Build community by connecting residents to each other and involving them in the life of FOG;
• Show an active interest in the students by being available to them and knowing them well enough to be able to provide direct assistance, or appropriate referral, to various areas including, but not limited to: academic, spiritual, social and personal issues;
• Meet once or twice a month for brief (half hour max) check-in meeting with Rector or Summer Assistant
• Keep bulletin boards in assigned buildings updated;
• Participate in FOG working groups and committees;
• Enforce University policy in accordance with the University handbook, du Lac, and the FOG handbook;
• Show leadership through personal example;
• Perform other duties as assigned by the Rector.