**Apartment Community Assistant Job Description**

The Apartment Community Assistant (ACA) is a paraprofessional leadership position in Residence Life. The ACA acts as a peer leader and mentor while living in a unit of students within an on-campus apartment community. The ACA serves as a first point of contact for their community and responds to the personal, social, and academic concerns of residents.

The ACA role is different from the RA job in several ways - they are responsible for more residents but have a role more focused on support, high-level concerns, and administration as compared to an RA, who should spend the majority of time facilitating community and working directly with students.

**Preferred Skills:**
- Independent & Autonomous Worker
- Patient & willing to work with others
- Critical Thinker
- Ability to independently manage time and advocate for needs in relation to responsibilities

**Areas of Responsibility - Overview**
- Student Support - 35%
- Crisis and Behavioral Response - 30%
- Building and Resident Management - 15%
- Essential Administrative Duties - 20%

**Expectations:**
- Serve as a positive role model for responsible behavior and personal integrity inside the residential community, on-campus, off-campus, and in the greater Indianapolis community.
- Be available and accessible to residents and other staff a **minimum of 20 hours per week**.
- Keep Central Staff informed of relevant issues, provide feedback as appropriate, and accept feedback in a professional manner.
- Serve as a strong team member.
- Attend all weekly staff meetings, one-on-ones with Central Staff member, and any requested meetings or planned staff development activities with the Office of Residence Life.
- While on duty, ACAs must sleep in the building, be visible in their assigned communities, make community rounds, and must be available by the duty cell phone.
- Attend and engage in Summer, Fall, and Winter Training opportunities as well as in-services throughout the academic year.

**Qualifications of the Position**
- Must be a full-time student at Butler University, enrolled in at least 12 credit hours, but not more than 18 credit hours without approval from the Director of Residence Life.
- ACAs must have lived on campus for at least 2 years.
● ACAs must be undergraduate students enrolled in a degree granting program. Graduate students may be considered for the ACA position if they have prior work experience and show a commitment to and exceptional performance in the role.
● Must take, be engaged in, and pass the RA Class with a grade of B or better.
● Must be available for Fall Training beginning late July. Specific dates will be provided in further communication.
● Must be available from 8:30pm-10:30pm on Tuesday nights for staff meetings.
● Must be in good academic and conduct standing with the University.
● Must maintain a minimum semester and cumulative GPA of 2.75 for undergraduate students and minimum semester and cumulative GPA of 3.00 for graduate students.
  ○ If the semester GPA falls below standard, the RA has one semester of probation. If the semester GPA fails to meet the standard during the probationary semester, the RA will be terminated.

Supervision & Direction
Report to and work closely with an Assistant Community Director within a specific building or buildings. Community Directors provide indirect support to ACAs and oversee a larger community. ACAs receive an official evaluation at the end of fall semester and will need to reapply annually to be rehired into their positions. Returning to the position will be based upon performance evaluations with their supervisor and an evaluative conversation with a Residence Life staff member.

Agreement Period
The ACA Position is a full academic year (consecutive Fall and Spring semesters) student leadership opportunity. The agreement period includes all trainings prior to the start of each semester as well as closing responsibilities at the end of each semester that will require Apartment Community Assistants to stay past when residents will leave the building. The Apartments open on an earlier timeline than residence halls and student staff will be expected to be here for the apartments opening period, as early as late July. The agreement period may also provide opportunities for ACAs to fulfill duty responsibilities during scheduled breaks/holidays observed by the University, including but not limited to Fall Break, Thanksgiving Break, Winter Break, and Spring Break. Specific dates for trainings will be shared in the job agreement signed by staff members when they accept their position.

Compensation
Room and board while in the position, leadership development, special training for the position.

Specific ACA Duties*:

● Community Building and Campus Presence
  ○ Maintain monthly digital communication with residents regarding campus activities, campus events, announcements, etc.
• Dawg Discussions
  • 1 per semester with each resident (outside of semester apartment meeting)
  • Pro staff will provide tracking sheet as well as discussion guides and recommended questions
    o Door decorations
      • Once per semester, may be printed
    o Assist with campus opening activities as needed

● Administration and Management
  o Complete collateral assignment
  o Hall preparation
    • This includes door decorations, unit inspection, and key management, in addition to other duties as assigned
  o Move-in/move-out support
  o Complete roommate agreements with each apartment
  o Break opening/closing (if applicable)
  o Duty logs
    • Completed by 9 AM the morning following a night on duty
  o Dawg Discussion tracking
  o Room changes
    • RCR’s, resident outreach, key collection
  o Attendance at all trainings, staff meetings, and in-services

● Emotional Support and Crisis Management
  o Participate in duty rotation and properly follow duty protocols
    • ACA duty rotations take place in 5 day intervals for weekdays and a rotation of primary & secondary weekends
    • Duty schedule set during training
    • Rounds completed twice a night during weekends (Thursday, Friday, Saturday)
    • Duty will take place in pairs on weekends with a primary/secondary structure
      • Primary duty: Takes responsibility for calls, lockouts, general issues
      • Secondary: Completes rounds with the person on primary duty and provides support in the event of an issue or crisis
    • Adherence to established guidelines and procedures
  o Complete wellness checks when directed
  o Facilitate roommate mediations
  o Respond to general safety concerns (facilities concerns, fire drills, etc.)

*=Subject to change

**Dawg Discussions** – intentional discussions that will be designed to be developmental based on living community

**RCR** – room condition report