

Under the leadership of the Director and the Residence Life Manager and the supervision of member of the Residence Education senior staff, the Community Development Assistant is a live-in student position that plays an integral role in the function of the department of Residence Life and Student Housing (RLSH). As RLSH aims to enhance educational, social, and personal growth for residents, the Community Development Assistant helps to create conditions within the apartment style residence halls that allow a diverse student population to live and learn in a comfortable, non-threatening environment. The ideal candidate will be well-organized, possess outstanding written and verbal communication skills, be familiar with concepts of community building, and have a team-minded approach. CDAs will work approximately 10 hours per week throughout the academic year.

I. Minimum Qualifications

- A. Maintain enrollment as a full time student in a degree granting program at the University of New Mexico.
- B. Earn and maintain at least a 2.5 semester and cumulative GPA.
- C. Be in at least the second semester of enrollment at UNM at the beginning of employment.
- D. Be available to fill the position for the full academic year
- E. Ability to live on campus in the apartment style residence hall of position assignment

II. Position Responsibilities

- A. Administration
 1. Attend all staff meetings and seminars at 7:00PM every Tuesday and training workshops prior to each semester
 2. Complete all paperwork for various job components in accordance with corresponding deadlines
 3. Assist with check in and check out activities and functions
 4. Communicate and meet weekly or bi-weekly with their supervisor
 5. Submit an "Of the Month" nomination during each month of employment
- B. Community Development & Programming
 1. Be an active and integral member of the residence hall community and work with partnered RA staff to develop a positive healthy community in their assigned area
 2. Build a community in their living unit by establishing rapport with residents and maintaining a sufficient hall presence and availability to get to know residents
 3. Plan and participate in residence hall programming to meet the needs of the residents based on the department's programming model
 4. Evaluate program execution to ensure continual improvement in programming throughout the year
 5. Serve as a resource person in assisting resident generated programs
 6. Support and participate in the building and success of Community Association through regular meeting attendance, helping with CA Programs as directed, and encouraging residents to get involved
 7. Supervise, implement, and participate in large department and university events
- C. General
 1. Serve as a role model for residents; observe all University and Residence Hall policies
 2. Collaborate and actively participate as a member of the Residence Education staff team
 3. Alert RA staff of inappropriate resident behavior, policy violations or any concerns in the community
 4. Perform all other related duties as assigned

III. Compensation

- A. Stipend of \$1500, paid over 10 months
- B. Credit for all housing charges over the price of a traditional double room

IV. Term & Conditions of Appointment/Reappointment

- A. The period of employment is for the entire academic year, including additional time for training at the beginning of each semester.
- B. CDAs may return to their position for additional academic year appointments; reappointments are not automatic but based on job performance and the outlined application process
- C. Other compensated student employment on campus is permitted up to 20 hours per week; external employment off campus is not permitted
- D. Discuss all external commitments(student organizations, Fraternity/Sorority involvement, volunteer positions, etc.) with supervisor prior to the start of the semester