

2017 CA Application Packet

The Summer Community Associate (CA)—a part-time paid position—is a blend of the Willamette RA residential responsibilities and planning engaging programs throughout the summer. CAs support ASP students to be self-sufficient by creating a positive learning environment during the students’ summer semester. CAs help the students enjoy summer American-style: baseball, BBQ’s, beaches, and Oregon outdoor life. CAs support special summer programs: Explore Japan! Day Camp (Japanese language and culture camp for local children), student groups visiting from Japan, and help ASP students develop and grow. As a CA you will build lifelong friendships with students as you build community in your hall.

Working as a CA is an unforgettable experience. You can improve your intercultural skills, sharpen your leadership skills, gain programming experience and have fun doing it!

Application Packet Contents:

Important Dates (1pg)

Job Description (4pgs)

Instructions for a Complete Application (1pg)

Please include a Resume and an Unofficial Transcript with your application materials.

Community Associate Important Dates:

Wednesday, February 15th and Thursday, February 16th:

Informational sessions

- Feb. 15th, 12:40 PM, Kaneko (North Wing) 144 (Bring your lunch!)
- Feb. 16th, 4:15 PM, Eaton 106

Thursday, March 2nd, 4PM:

Applications and Resume (electronic only) due to Kendrick Arakaki <karakaki>

March 6th - 17th

Individual interviews – TIUA Front Desk (Kaneko North Wing)

*Kendrick will contact you about scheduling an interview time.

Tuesday, March 21st:

Group interview at 6:00PM, Kaneko (North Wing) Room 144

We hope to notify applicants around **late March**.

Training begins May 11th at 9:00AM:

Training is **mandatory** for all hired. Training will be held on May 11th, 12th, 13th, and 16th.

*If you have conflicts with any of these dates, please contact
Kendrick Arakaki <karakaki>, 503-373-3326 or Naomi Collette <ncollett>, 503-373-3351*

TOKYO INTERNATIONAL UNIVERSITY OF AMERICA

Position Title:	Community Associate (CA)
Work Schedule:	Full-Time (in residence): May 11 – August 15*
Reports to:	Campus Life Coordinator
Compensation:	\$ 4,305 (\$10.25/hr at 30hrs/week for 14 weeks) + Single Room and Meal Plan (Note: No housing will be provided after the contract ends; however, there will be an area at TIUA where you can store your belongings between the end of contract and the beginning of fall semester.)

General Description:

Under the direction of the Campus Life Coordinator and TIUA Campus Life Staff, the CA fills a key role in the summer residential program by helping to ensure there is a living environment conducive to academic success and supportive of the physical, social and emotional well-being of all of the residents in the residence hall. Each CA is assigned responsibility for a residential wing and all are expected to collaborate with fellow CAs and other staff to help implement and manage the entire residential program. This is a full-time residential staff position that incorporates a level of operational responsibility and a scope of duties that are different in significant ways from the role of the part-time Resident Advisor (RA) in the residence life system during the WU academic year. When accepting the position of CA, it is important to do so with the full understanding that it requires a full-time commitment to working within a professional intercultural learning environment.

Minimum Qualifications:

- Current WU student with 2 academic semesters at WU (4 preferred)
- Preference is given to applicants who have prior experience as student staff working within the one-year ASP or who have worked as RAs at WU.
- Cross-cultural experience preferred.
- An understanding of and sensitivity to other cultures.
- Be highly responsible and have mature decision-making abilities.
- Strong interest and commitment to working with students, staff, and faculty members.
- Demonstrated commitment to academic excellence (cumulative GPA of 2.5 or higher) (**Unofficial Transcript Required**).
- Good conduct record as a student.
- Able to meet the Travel Procedure Qualifications (Required)
 - Current Willamette University student
 - Passed “Safe Driver Program” training test
 - A good driving record certified by Willamette University
 - Be at least 19 years of age
 - A valid U.S. driver’s license with a minimum of two years driving experience

Training:

- Training is mandatory for all hired
- Training begins on May 11th, 9:00am
- Training will be held on May 11th, 12th, 13th, and 16th.
- Additional required training sessions occur throughout the summer.

*End date may change, depending on Housing and Community Life scheduling

**Keep this page for reference

Accessibility to Students:

- Comply with weekly duty schedule and communicate any changes immediately.
- Plan on being easily accessible and actively interacting with residents on a minimum of 5 nights per week.
- Assist residents with moving in/out and with the placement of belongings in storage.
- Try to eat all meals with the residents.
- Assist residents at any time in the case of an emergency or other unexpected event.
- Maintain continuous and effective communication with residents about planned activities, using various methods to ensure students are well informed.
- Encourage and support the development of good study habits and a healthy lifestyle among the students.
- Look for and create opportunities for the students to use English and have informal learning experiences.
- When interacting with students, keep in mind that you are a role model and a staff member. Mutual respect, patience, and kindness are the keys to your success in building a friendly yet professional relationship with the residents.
- Any outside employment must be cleared through the Associate Director of Residential Life and Wellness Services and the Campus Life Coordinator, and have the final approval of the Director of Campus Life & Academic Services.

Policies & Procedures:

- Encourage responsible, positive behavior as well as consideration and respect for residents, staff, faculty, and others in the local community.
- Help residents to learn and adhere to all TIUA and WU policies and procedures, especially those related to residence life and student conduct.
- Develop continuous and effective communication with the Campus Life Coordinator and Campus Life staff regarding the application of policies and procedures.
- Assist in resolving personal conflicts and residential issues under the direction of the Campus Life Coordinator and Campus Life staff. Do not try to resolve major personal conflicts or difficult conduct issues on your own; always refer them to the Campus Life Coordinator or to Campus Life Staff.
- Respect confidentiality and individual lifestyle choices but recognize when conduct may have the potential of a student harming or negatively impacting her/himself or others and, in such cases, consult immediately with the Campus Life Coordinator or Campus Life Staff (24 hours a day, 7 days per week).
- Model and encourage respect for and a mutually supportive attitude toward fellow staff members.
- Model a respectful, responsible, and proactive attitude toward the Residence Hall facility and other University facilities.
- Inform the Campus Life Coordinator of any problems amongst the residents or with the facility, maintaining timely and accurate incident reports.
- Always keep in mind that a positive and proactive attitude can prevent problems or help resolve them effectively and in a timely manner.

Community Development:

- Assist with and take the initiative to orient incoming students to life in the Residence Hall, keeping in mind that students will follow your lead as a role model.
- Establish and maintain a comfortable, receptive and positive atmosphere.

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- Maintain a sense of community in your wing and throughout the Residence Hall including attention to the physical condition, noise level, and cleanliness of the space and to communicating effectively, and in a timely manner, with residents regarding activities and meetings as well as policies and procedures.
- Know the names of the students in your wing and have daily interaction with residents. Getting to know the residents is the key to your being successful in developing a sense of community and an environment that is mutually respectful and friendly.
- Engaging students to actively participate and take the initiative to raise issues, ask questions, and offer solutions.
- Regularly participate in activities in the residence hall throughout the summer. Keep in mind that regular interaction with the residents is the core responsibility of the CA.

Programming:

- Provide ongoing educational and social/recreational programs to meet the needs of residents during the summer academic session.
- Develop and implement educational and social/recreational programs during the summer break period in order to encourage and support a positive and healthy living environment throughout the summer. The students are on summer break and they will come and go. It is important for the CAs to maintain a high level of commitment and to be actively engaged with the residents throughout this summer break period.
- Ensure that any activities planned are complementary to the academic mission of the University and do not create disruptions or scheduling conflicts.
- Under the direction of Campus Life staff, assist with the preparation for and management of activities for various special programs including Explore Japan! Day Camp and community service learning projects.
- Develop and coordinate activities in such a way that they are compatible with any special programs managed by TIUA.

Resources and Information Referral:

- Support students in achieving success while in the unique summer living and learning environment by providing timely and accurate information and advice that helps them to become independent and self-sufficient.
- Serve as a primary resource person for residents but recognize when you may need to consult with Campus Life staff or other offices within WU/TIUA. Refer students to the appropriate offices/staff member to help them solve problems or get answers to their questions.

Safety and Security:

- Respond to emergencies by following procedures outlined by Campus Life staff.
- Never attempt to deal with an emergency without seeking the advice and support of TIUA and/or WU professional staff.
- Do “rounds” of the facility when on call and on duty, according to the procedures outlined by the Campus Life Coordinator and Campus Life staff. TIUA staff members are not responsible for doing “rounds” in the residential sections outside of the Residence Hall in use. However, if you happen to note or hear of a problem with this part of the facility, please report it immediately to the TIUA Business Manager or the Campus Life Coordinator.
- Call WU Campus Safety or the TIUA emergency phone if a problem involves imminent danger or the potential for harm to individuals or to the building. Do not deal with dangerous or emergency situations on your own.

Relationship and Communication with Staff and Residents:

- Develop and maintain effective two-way communication with all staff and residents.
- Be on time for meetings, appointments, programmed activities and always comply with the duty schedule.
- If a problem arises preventing attendance at a meeting or activity making it difficult to comply with the duty schedule, immediately contact the Campus Life Coordinator and/or other appropriate staff members.
- Demonstrate collaboration and support for fellow staff members at all times.
- Be a positive role model for fellow summer staff and residents.
- Encourage and utilize student input in decision-making as much as possible so that residents have an active role in the governance of the Residence Halls.
- Model honest, direct, and timely communication.
- Discourage the passing on of rumors or gossip. Report any rumors that may be disruptive or damaging to the Campus Life Coordinator in order to assist with effective and appropriate rumor-control.

Administrative Responsibilities:

- Participate in all meetings with staff and residents.
- Assist in the management of programmed activities within the residence hall including the completion of administrative and logistical duties.
- Maintain regular office hours each week as directed.
- Work on assigned projects during time in the office, consulting with the Campus Life Coordinator or Campus Life staff to see if there is a task with which you may be able to assist.
- Maintain a flexible, professional and mutually supportive attitude toward administrative tasks.
- Adhere to all policies and procedures for employees of TIUA.

Special Program Activities:

- Assist with designing and managing a special programs project or series of activities (ex: Explore Japan! Day Camp, Large Programs).
- Work effectively with student leaders and assist with student leadership training including the revision of training materials.
- Organize materials and equipment including the orderly maintenance of storage areas.
- Help design and manage programming for TIUA special programs.