2024-2025
Community Assistant Agreement

The Community Assistant (CA) position is a live-in, student leadership role within the Department of Housing and Residence Life (HRL) designed for students who have previously served as a Resident Assistant role and wish to serve the department in a greater leadership capacity. CAs serve as role models on staff and assist fellow Resident Assistants to promote intentional learning, resident engagement, and staff development while also acting as a liaison between residents or Resident Assistants (RAs) and HRL professional staff.

This 2024-2025 Community Assistant Agreement (the “Agreement”) describes the responsibilities and obligations of the CA position. Failure to adhere to these conditions will jeopardize the CA’s eligibility for hire and current CA appointment status. Additional processes associated with these policies and expectations will be covered during RA Orientation, throughout CA & RA Training, as well as through meetings or communications from HRL. All written materials covering such policies, processes, or procedures will be shared with CAs through the RA SharePoint once the CA has been fully onboarded.

I. Qualifications: CA Candidates and CAs are responsible for informing a supervisor/Recruitment and Selection Task Force (RAselection@kennesaw.edu) of any changed circumstances that may impact their eligibility or ability to continue to meet these qualifications.

A. Enrollment: CAs must be enrolled as a full-time KSU student registered for no less than 12 (undergraduate) or 9 (graduate) hours for fall and spring semesters. Candidates must have completed at least 1 semester of enrollment at KSU by start date. Graduate applicants must have prior residence life experience.

B. GPA: CAs must maintain a 2.5 KSU Institutional and 2.5 semesterly GPA at time of appointment and throughout the term of appointment. Candidates must pass a grade check at the end of the Fall and Spring semesters.

C. Pre-Employment Screen: Acceptance into the CA position is conditional upon the successful completion of the following pre-employment screenings:

   I. Student Conduct Screening: CAs must be in good conduct standing at the time of appointment and throughout the term of appointment. CAs and CA candidates with pending misconduct matters with the Department of Student Conduct and Academic Integrity (SCAI) or who have been found responsible for violating KSU’s Code of Conduct may be deemed ineligible for hiring or continued employment.

   II. Background Screening: Acceptance into the CA position is conditional upon the successful completion of a criminal background screening conducted by the Department of Human Resources at Kennesaw State University.

   III. Title IX Screening: CAs must be in good standing with Kennesaw State’s Office of Institutional Equity (OIE) at the time of appointment and throughout the term of appointment. CAs and CA candidates who are under OIE investigation or who have been found responsible for violating KSU’s Non-Discrimination or Sexual Misconduct/Title IX Policies may be deemed ineligible for hiring or continued employment.

   IV. HRL reserves the right to conduct other checks as may be necessary to determine whether the CA or CA candidate is eligible for employment and/or is fulfilling or capable of fulfilling the expectations and responsibilities described in this Agreement.

   V. CAs are required to complete a housing application, sign a housing license agreement, and pay any associated application and residence life fees to live in on-campus Housing, excluding those fees described in the “Compensation.”

D. Possess at least two semesters of experience as a Resident Assistant at Kennesaw State University, though two academic years of experience is preferred.

E. Demonstrate an elevated level of competency in the administrative area of the RA position and strong leadership and organizational skills, effectiveness in implementing educational strategies for the residential curriculum, ability to manage crises, as well as experience with community development.
II. Period of Employment and Time Commitment:
   A. Appointments are made for one academic year. The academic year is defined as fall and spring semester. An academic year appointment does not dictate a summer appointment or an appointment for the following academic year.
      a. A CA must be able to serve a full academic year appointment.
      b. A summer term appointment is defined as the full summer semester, per KSU’s Academic Calendar.
         There is a separate selection process for Summer Assistant appointment for summer semester.
   B. The Community Assistant position should be your priority after academic responsibilities. Additionally, extracurricular activities are not to conflict with the time needed to be available and accessible to residents, RAs or departmental expectations.
      a. Other time commitments (i.e., jobs, non-credited internships, non-credited Co-Ops, Greek organizations, athletics/intramural, student organizations, community groups/organizations, etc.), which are referred to in this Agreement as “Outside Time Commitments” must be discussed with and approved by their supervisor. This includes any time commitments that the CAs may have had prior to appointment by the Department of Housing and Residence Life and any additional time commitments in the future.
         1. If your internship/co-op/student teaching is credited through KSU, please discuss it with your supervisor.
         2. Outside Time Commitments cannot total more than 20 hours per week without the written approval of the CA’s supervisor.
   C. CAs must be available for all dates listed within the 2024-2025 Commitment Calendar. Failure to uphold the 2024-2025 Commitment Calendar without prior notice regarding absences may result in termination.
      a. Failure to uphold the 2024-2025 Commitment Calendar without prior notice and approval for absences may result in termination.
   D. As all residence halls are open during break periods (Fall Break, Thanksgiving Break, Winter Break, and Spring Break), CAs may be required to work during break periods for on-call or other emergency response duties (i.e., fire watch). CAs must also be available during semester breaks to complete administrative tasks and perform on-call responsibilities. Not all CAs will be required to work during a break period but may need to be available. Failure to comply with the request could result in termination.
   E. All travel plans must be made in accordance with the CA Commitment Calendar schedule unless the CA’s Supervisor approves such plans in writing. It is expected that CAs will attend all openings, closings, and training sessions. If an CA’s travel plans interfere with any of the dates set forth in the CA Commitment Calendar or any opening, closing, or training session, and the CA does not get their absence approved by their supervisor, the CA may be terminated from the position.

III. Expectations
   A. Community Specific – Each community is unique, and staff will be provided with a set of community-specific expectations at the start of each semester (fall and spring). These expectations serve to meet the specific needs of these communities and CAs are expected to fulfill them to meet the needs of their assigned residents.
   B. Ethical Standards: CAs will adhere to the following ethical standards while in the CA position:
      1. Confidentiality: Maintain confidentiality of all staff and students. CAs are required to protect all student records from disclosure, per the Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”). CAs can find out more information about FERPA at the following website: ferpa.kennesaw.edu CAs are also required to comply with all other applicable laws and reporting requirements, including, without limitation, Title IX of the Education Amendments of 1972 (“Title IX”) and the Clery Act. Information regarding the Clery Act is available online at: https://hr.kennesaw.edu/clery.php More information regarding Title IX is available online at: https://equity.kennesaw.edu/titleix/title-ix.php
      2. Relationships: CAs are strongly discouraged from engaging in romantic and/or sexual relationships with their community’s residents or other RAs in their community. CAs are expected to consult their supervisor in the event that they think this cannot be avoided.
      3. Codes of Conduct: All Housing and Residence Life staff members are expected to comply with and uphold the KSU Codes of Conduct as well as state and federal laws and University or department policies.
      4. Consistency: CAs will endeavor to treat all residents and staff members equitably. CAs are required to comply with KSU’s Non-Discrimination Policy during the course of their employment.
      5. Respect: CAs will be respectful of all property and persons in any Housing and Residence Life community.
C. Housing License Agreement Expectations - CAs are responsible for reading and understanding all terms and conditions of their Housing License Agreement. CAs may be assigned to a shared unit as part of their placement.
   i. If CAs resign or are released from the position, they will need to complete and submit a new Housing License Agreement to remain on campus. CAs who resign or are released from the position will be responsible for the same housing and associated fees as other residents once their position has been terminated or based on the date in their resignation letter or date of termination. CAs may be required to relocate to another housing assignment once their position has been terminated or they have resigned. Housing and Residence Life has sole discretion in making relocation decisions.
   ii. RA staff room assignments are only guaranteed throughout your appointed term.

D. Student Assistant Expectations: CAs are onboarded as student assistants for their areas and will report to their Community Coordinator as time approver. Please note that this position is also responsible for following the guidelines listed in the Student Employment Handbook. Termination from the CA position will result in removal of your student assistant position.

IV. General Responsibilities
In addition to meeting the expectations described above and throughout this Agreement, CAs are responsible for the responsibilities listed in this Section IV. The responsibilities below are not intended to be an exhaustive list. CAs are responsible for all the duties and obligations described in this Agreement and section, and for all such duties as otherwise assigned by their supervisor or any other professional staff member of the Department of Housing and Residence Life.

A. Facilitate Learning and Positive Community Among Residents and RAs
   i. Assist professional staff with RA training programs and initiatives
   ii. Organize staff training/development activities alongside CC.
      a. Assist in planning at least one staff bonding event per semester
   iii. Monitor staff morale and communicate needs directly with CC(s) accordingly
   iv. Remain visible within the community and support RAs with engaging residents.
   v. Assist with executing campus-wide and community-wide initiatives/events.
      a. Provide residents’ feedback and needs in planning and implementing activities and events
      b. Manage RA Sign Up and Attendance at Community-Wide Events
      c. Assisting with marketing for community-wide event
   vi. Inform, refer, and connect residents with available KSU resources to support their success.
      a. Report data found through OwlChats
      b. Collect & Review Owl Chat Data including, but not limited to:
         i. Update RA progress during weekly office hours
         ii. Creation of Action Plans for residents in Yellow
   vii. Identify opportunities to promote, support, and facilitate resident interactions during activities and events.
      a. Assist RAs with brainstorming/submitting program proposals.
      viii. Conduct regular one on ones with RAs to provide guidance and support in their RA role

B. Promote a Safe and Comfortable Living Environment
   i. Prepare and evaluate condition of living spaces during opening and closing periods for Housing and Residence Life.
   ii. Assist residents through conflict resolution.
      a. Manage and facilitate escalated roommate disagreements with RAs.
   iii. Adhere to guidelines for de-escalating, confronting, and documenting incidents. Follow crisis response procedures and contact appropriate staff in the event of an emergency.
      a. Assist in training Resident Assistants on how to perform duty, respond to duty situations, and turn in proper reports.
      b. Assist RAs with duty concerns as needed and report to the CC appropriately.
      c. Assist RAs with Advocate/Red Flag Reports
      d. Assist RAs with SALTO Access concerns
   iv. Promote an inclusive environment for all residents and create initiatives to maintain an inclusive community.

C. Serve as a Departmental & Institutional Representative and Role Model:
i. Role model appropriate interpersonal, professional, and academic behavior that reflects positively on oneself, the staff, supervisor, department, and institution
ii. Utilize appropriate time management skills to maintain an appropriate level of involvement with co-curricular activities, personal obligations, and interests, etc. so as not to interfere with academic performance or position responsibilities.
   a. Attending all required CA and RA trainings and other departmental or hub-specific development opportunities
iii. Demonstrate and be a source of a positive attitude, enthusiasm, and pride for the CA position, RA position, and the Department of Housing and Residence Life
iv. Uphold and abide by KSU Student Code of Conduct, Housing Contract, and department standards & procedures
v. Holding residents and Resident Assistants accountable to the Code of Conduct, Housing Contract, and Residence Hall Policies
vi. Maintain confidentiality when appropriate when working with Housing and Residence Life

D. Administration:
   i. Maintain a minimum of 10 office hours per week during the traditional office hours of Housing and Residence Life as a student assistant to support the functions of
   ii. Assist the CC with maintenance of RA supplies and craft closets
   iii. Conduct semesterly health and safety inspections
   iv. Create and update the duty calendar for RA staff each semester, step into the duty rotation when an emergency arises, and a replacement cannot be found
   v. Assist the CC(s) in the coordination of Health and Safety Inspections and Roommate Contracts
   vi. Aid RAs in completing all necessary paperwork and administrative tasks
   vii. Alongside the CC conduct building walkthroughs to ensure the upkeep of the residential space and report any issues to the Facilities Coordinator.
   viii. Weekly Staff Meetings: RAs are required to attend a weekly staff meeting. These staff meetings are pre-determined for the following times. RAs would only be excused from staff meetings given an academic requirement.
       a. Kennesaw: TBD
       b. Marietta: TBD

I. Compensation: The CA position will receive compensation that is equivalent to the traditional RA role in addition to a student assistant salary of $10/hour. All responsibilities articulated in this position description and agreement are compensated in the form of a furnished, on-campus bedroom and meal plan subsidy valued at $315. Compensation is based on a July 26, 2024 – May 17th, 2025 term, with break days and semester breaks accounting for the remaining weeks of the year. Should an CA not fulfill all assigned duties through their release date in May, they will not receive full compensation. The CA will be subject to a charge on their student account which will be a proration of the cost of their assigned room, in addition to the standard improper checkout fee that is assessed for students who do not follow the proper checkout procedures. The improper checkout fee will only apply should the CA not complete the checkout process with the appropriate staff member. The prorated room expense will apply to any CA who does not fulfill their assigned responsibilities for the closing of the semester or academic year.

V. Acceptance of Community Assistant Position Agreement
   E. By signing this agreement, you indicate the following:
      1. You understand that you are responsible for the careful review of the contents of this Agreement and any other documents related to performance expectations, any addendums to this Agreement, all community expectations as shared during Housing and Residence Life orientation, onboarding, and staff meetings, and the obligations of your Housing License Agreement.
      2. You have read, fully understand, and accept the terms and conditions outlined in this Agreement, and the 2024-2025 Commitment Calendar, and you accept the CA position for the appointment term(s) associated with this position.
      3. You also understand that you are responsible for the Department’s Residential Handbook and Guide to On Campus Living, Residential Experience Model, Housing and Residence Life training, policies, protocols or directives from your supervisor.
      4. You understand that the CA position is expected to be your priority after academics. Involvement in other campus related activities or employment is not considered a rationale to forego CA
responsibilities. CAs are expected to comply with Section II of this Agreement, and must request approval from their supervisory chain to be excluded from any stated position responsibility or time commitment.

5. You understand that there are resources available to assist you if you begin to struggle in your position as an RA or are no longer assured of your ability to fulfill the responsibilities of this position, including services through KSU’s Counseling and Psychological Services. You are strongly encouraged to share any such concerns with your supervisor as soon as possible if you are experiencing challenges that may make it difficult to successfully continue in your position.

F. Photograph and Video Use – As a member of the Department of Housing and Residence Life staff, pictures and/or videos will often be taken of you during training sessions, programs, meetings and other events. The department will use some of these images or videos in the course of developing marketing materials and publications. By signing below, you agree that persons employed by Kennesaw State University and/or the Housing and Residence Life staff may take photographs and/or videos of your participation in any Housing and Residence Life training session, program, meeting, or event and allow the use of these materials on behalf of the University and Housing and Residence Life without limitation or compensation, including the release of your name. By signing below, you are releasing Kennesaw State University from any and all claims, actions, and liability related to its use of said photographs.

I CERTIFY THAT I AM EIGHTEEN (18) YEARS OF AGE OR OLDER AND THAT I HAVE READ, UNDERSTOOD, AND ACCEPT THE TERMS OF THIS AGREEMENT.

CA Name (Print): ___________________________ Date: __________________

CA Name (Signature): ______________________