

JOB DESCRIPTION

Job Title:

Commuter Program Assistant (CPA)

Accountability:

Coordinator of Student Programs

Position Summary:

As a member of the Community Life Team, the Commuter Program Assistant will provide peer to peer leadership helping commuter students as they transition from feeling included to being involved, and ultimately to being full members of the King's University community. He or she is to assist the Student Life Office by fostering community in a way that is consistent with Christian values, and that fosters healthy and nurturing relationships among commuter students and the entire student body.

Characteristic Responsibilities:

Engaging

- Welcome students by participating in move-in and orientation events
- Lead all orientation and transition programs for commuter students under the direction of the Coordinator of Student Programs
- Take an active role in the lives of other Commuter Program Assistants and Student Life staff, particularly those who you work most directly with
- Intentionally develop relationships with commuter students throughout the year, expressing genuine interest in their lives
- Be a visible presence at community events and in the King's community

Belonging

- Provide Christ-focused leadership, positive role modeling, support, and direction for students as required. Be available to listen, counsel, refer, and advise students within the limits of his/her training
- Be active in sensitively and appropriately sharing one's life within the context of growing relationships
- Help protect the rights of individuals, particularly commuter students, encouraging others to do the same and assist in conflict resolution

Learning

- Approach role wholeheartedly as an opportunity to incorporate Biblical and theoretical leadership principles into one's own values system and leadership style for the purpose of growing as an effective leader
- Meet regularly with colleagues and Student Life staff
- Attend all training events as required
- Be familiar with the regulations, policies and procedures of King's as described in the Student Handbook, and their rationale
- Engage in mentoring relationships

Ownership

- Work with the Student Life Staff and other Student Leaders to implement policies, deal with concerns, and handle administrative responsibilities
- Address disciplinary concerns with students and report disciplinary incidents to the Coordinator of Student Programs
- Work with other CPA's and student leaders to plan and program community enhancing events
- Empower students with leadership responsibilities according to their abilities, personalities and desires

Academic Qualifications:

- Minimum GPA of 2.0 obtained before and maintained throughout term of position
- Must be registered full time in at least their second academic year at King's throughout term of position

Professional Qualifications:

- Proven ability to develop strong interpersonal relationships
- Proven ability to respond calmly and confidently in crisis situations
- Proven ability to communicate effectively and remain organized
- Confidence in leading large groups of students
- Experience working with young people
- Self-motivated

Personal Qualifications:

- Committed to and growing in their Christian faith
- Demonstrated commitment to King's community values
- Commuter student

Term of Position:

Eight months, end of August to end of April