

## **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. Commuter Program Assistants will work an average of 6 hours per week.

### **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



## **Commuter Program Assistant (CPA) Additional Information & Requirements**

### **Position Summary**

The commuter program has been developed to provide opportunities for engagement and belonging which take into account the scheduling needs of those students who do not live on campus. With this in mind, a weekly program has been designed as detailed below. In addition to this, the commuter program team organises monthly events usually held off campus. The times can vary but tend to be late afternoon to early evening and on a Friday.

The popular free 'Meet and Greet' breakfast is always the first Wednesday of every month between 7.30 and 9.30 am.

The commuter program team meets once a week for 1 hour for planning, discussion and support of each other.

In the coming year, Student Life plans to make more use of the community lounge (60:1, which is on the sixth floor of the residence tower) as a drop in space for commuters during the day. There will be designated slots across the week of up to 2 hours at a time. Each time slot will be hosted by a CPA who will be responsible for getting a pot of coffee on the go, welcoming and engaging commuters as well as ensuring that the space is left clean and tidy for the next programmed event. The caretaking responsibilities of 60:1 (cleaning, tidying etc. are an important aspect that needs to be built into scheduled events.)

Student life requires students in the role who meet both the general job description requirements as well as the specific scheduling needs of the commuter program. As applicants consider applying, they should take into account the programming schedule and the constraints or otherwise of their own school timetables, as well as other commitments they may have outside school.

### **Commuter Program**

Monday Musings:	12:00 to 1:00 pm
Wednesday Chill:	5:00 to 7:00 pm
Last Day Lounge:	12:00 to 1:00 pm (Fridays)
Meet & Greet Breakfast:	7:30 to 9:30 am (1 <sup>st</sup> Wednesday of every month)
Monthly one off events:	Usually a Friday. Times can vary
Commuter drop in:	Drop in times in 60:1 across the week, 1 to 2 hour shifts.