

Commuter Program Assistant

Position Summary:

The Commuter Program exists to provide opportunities which help off campus students thrive and belong at King's. As a member of the Community Life Team, the Commuter Program Assistant (CPA) provides peer to peer support as well as plans and runs programs which take account of the scheduling needs of commuters. CPAs play a pivotal role alongside the Student Life Department in fostering community in a way that is consistent with Christian values and fosters healthy, nurturing relationships among commuter students and the entire student body. During term time, Commuter Program Assistants will work an average of 7 hours per week.

Employment Dates: August 21, 2019 – April 30, 2020

Reports to: Student Engagement Coordinator

Qualifications for all Student Leader positions:

- Open and willing to serving within a Christian context
- Support the King's mission and vision as well as demonstrate a commitment to King's community values
- Maintain a current and cumulative GPA of 2.5 or above
- Registered in at least your second academic year at King's throughout term of position

Qualifications for CPA role:

- Ability to develop strong interpersonal relationships
- Ability to work in a team
- Ability to communicate effectively and remain organized
- Ability to balance one's time effectively inside and outside school
- Confidence in leading groups of students
- Self-motivated
- Be a commuter student

Responsibilities:

- Attend orientation (fall and winter) in order to welcome commuter students to King's
- Intentionally develop relationships with commuter students throughout the year
- Make initial contacts with an allocated cohort of commuter students
- Plan and attend monthly commuter events
- Take responsibility for a specific area of commuter programming, (*see additional information below*)
- Maintain weekly 1 hour drop-in office hours
- Attend a once a month meet and greet breakfast for commuters
- Contribute to the various media platforms including social media and the Chronicle.

Mandatory Dates:

- Attend Pass the Torch Meet and Greet (brunch), Saturday, March 16, 2019, 9:00am - 12:00pm
- Student Leader Residence Move In Dates: Saturday, August 17, 2019
- Attend Student Leader Welcome Back Event, Wednesday, August 21, 2019, 5:00 pm
- Attend Student Leader Retreat - Thursday, August 22 – Saturday, August 24, 2019
 - Please note that the welcome event may be incorporated into the retreat. If this happens, it is likely we will leave for the retreat venue the afternoon of the 21st. Please

ensure you are available by noon on that day.

- Attend On Campus Training - Monday, August 26 - Wednesday, August 28, 2019
- Assist with New Student Move In, Thursday, August 29, 2019
- Help facilitate and staff New Student Orientation, Friday, August 30, 2019
- Assist in facilitating and staffing new student information table, Tuesday, September 4 – Friday, September 7, 2019
- Meet with a King's Student Counselor at least one time in the Fall semester
 - Book an appointment online via the King's website
- Attend and help facilitate the Fall Student Retreat, Friday, September 13 – Sunday 15, 2019
 - Register for the retreat using course code UNIV065A during the first week of classes; retreat costs are fully compensated
- Participate in and promote Globe Aware Week, Monday, January 27 – Friday, January 31, 2020
- Attend training workshops and in-services on Saturday, October 19, 2019 and Saturday, January 11, 2020 as well as any others throughout the year TBD by supervisor
- Attend Pass the Torch Meet and Greet (brunch), Saturday, March 14, 2020, 9:00am--12:00pm
- Please note that there may be additional dates that are specific to your functional area

Expectations for all Student Leader positions:

- Serve as a role model by demonstrating integrity inside and outside of the classroom
- Demonstrate ability to develop strong interpersonal relationships
- Set an example for what a successful student looks like by living with integrity, participating in activities throughout the year, and contributing to King's community life
- Demonstrate sensitivity toward diversity issues through friendship and advocacy for students.
- Have a working knowledge of and abide by the regulations, policies, and procedures of King's as described in the Student Handbook and Community Living Standards

Honorarium:

- Commuter Program Assistants receive an honorarium of \$1330 divided over 2 semesters
- Free admission to the Fall Student Retreat

Please Note: Irregular hours; must be prepared to work on some evenings and weekends

***Additional Information:**

Below is an overview of the key programs with an outline of CPA responsibilities.

Coffee and... Weekly every Monday, 12 to 1.00 pm	Host a lunch time coffee drop in with a surprise activity each week.
Wednesday Chill Weekly, 5 to 7 pm	Coordinate a community supper time where commuters cook, eat and clean up together. Includes menu planning and shopping for groceries within a set budget.
Last Day Lounge Weekly every Friday, 12 to 1.00 pm	Host a lunch time 'hang out' hour over snacks & refreshments. Includes shopping for groceries within a set budget.
Event Coordination – all CPAs In addition to the above, all CPAs will be responsible for planning events, taking it in turns to lead and working together as a team.	Plan, organise and execute one-time monthly events across the year within a set budget.
Monthly Meet and Greet Breakfast Runs the first Wednesday of every month between 7.30 and 9.30 am.	CPAs facilitate connections and conversations between commuters.