

Commuter Program Assistant

Position Summary:

The Commuter Program exists to provide opportunities which help off campus students thrive and belong at King's. Under the direct supervision of the Commuter Program Lead, 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 6.5 hours per week.

Employment Dates: August 25, 2021 – April 30, 2022

Reports to: The Community Wellness 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
- Ability to be creative and flexible in your approach to providing programming for your peers amidst the changing times
- Ability to balance one's time effectively inside and outside school and be organized
- 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 commuter events
- Take responsibility for a specific area of weekly commuter programming, *(see additional information below)*
- Work under the direct supervision of the Commuter Program Lead
- Maintain weekly 1 hour drop-in office hours
- Contribute to the various media platforms including social media and the Chronicle.
- Stay current with COVID guidelines

Key Dates:

Mandatory training will be provided to student leaders

Expectations for all Student Leader positions:

- Perform all designated position duties and assigned responsibilities.
- Maintain a current and cumulative GPA of 2.5 or higher throughout the term of this agreement. I understand that my supervisor will have access to my grades.
- Serve as a role model by demonstrating integrity inside and outside of the classroom.
- Set an example for what a successful student looks like by participating in activities throughout the year, and contributing to King's community life.
- Demonstrate sensitivity toward diversity issues through friendship and advocacy for all students
- Have a working knowledge of and abide by the regulations, policies, and procedures of King's as described in the Student Handbook and, if living on campus or visiting residence, abide by the Community Living Standards and residence life agreements.

Compensation:

- Commuter Program Assistants will be paid \$1235 divided semi-monthly for the duration of the contract. Payment is processed through King's payroll. This is based on 6.5 hours/week
- 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 (pre-Covid and mid-Covid) with an outline of CPA responsibilities. Programming will be planned and agreed upon as a team and will line up with current regulations. CPA's are expected to attend as many events as is reasonably possible.

<p>Coffee and...(pre-Covid) Weekly every Monday, 12 to 1.00 pm</p>	<p>Host a lunch time coffee drop in with a surprise activity each week.</p>
<p>Wednesday Chill (pre-Covid) Weekly, 5 to 7 pm</p>	<p>Coordinate a community supper time where commuters cook, eat and clean up together. Includes menu planning and shopping for groceries within a set budget.</p>
<p>Last Day Lounge (pre-Covid) Weekly every Friday, 12 to 1.00 pm</p>	<p>Host a lunch time 'hang out' hour over snacks & refreshments. Includes shopping for groceries within a set budget.</p>

<p>Event Coordination – all CPAs (pre and mid -Covid) 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.</p>	<p>Plan, organise and execute one-time monthly events across the year within a set budget. Some events will be planned with all Student Leader Teams.</p>
<p>Monthly Meet and Greet Breakfast (pre-Covid) Runs the first Wednesday of every month between 7.30 and 9.00 am.</p>	<p>CPAs facilitate connections and conversations between commuters.</p>
<p>Commuter of the Month (pre and mid-Covid)</p>	<p>Pick and interview a commute, produce a poster and display.</p>
<p>Student Spotlight and Social Media (mid-Covid)</p>	<p>Interview and get pictures of a student to highlight on Instagram KingsUStudentLife account. Add events and other commuter highlights to the account regularly.</p>
<p>There are other tasks and responsibilities that are agreed and allocated during the August Student Leader Training.</p>	