FIRST YEAR COMMUNITY ASSISTANT (FYCA) JOB DESCRIPTION 2014-2015

In an effort to assist the large number of first-year students in our residence halls, the First Year Community Assistant position will focus on the needs of first year-residents as they navigate their experience in the residence halls. First Year Community Assistants (FYCAs) will be an integral part of the residence life staff working on preventative programming and intervention methods in their attempt to reduce some of the issues that result in living in first-year halls. The FYCAs primary area of focus will be mediating roommate conflicts followed by programming efforts and administratve tasks.

RESPONSIBILITIES

- Identify and address first-year student needs through preventative programming, including but not limited to:
  - Roommate conflicts
  - Homesickness
  - Academic difficulty/study skills
  - Social integration/sense of belonging
  - Healthy living
  - Undie Run alternative activity
- Mediate roommate conflicts as they arise, meeting with individual roommates and the group (as appropriate), following up to ensure resolution, and documenting interaction
- Publicize FYCA conflict mediation services, including maintaining an active online presence
- Assist with completing roommate agreements after room assignment changes
- Maintain an active presence at large community-wide events (i.e. Black & White Dance), assisting where needed
- Maintain a high level of knowledge of campus resources and refer when appropriate
- Informally check in with students identified in MAP-Works as moderate risk
- Complete tasks and projects as assigned by a supervisor
- Maintain scheduled office hours, holding some hours at a mobile desk in the first-year halls
- Attend weekly staff meetings
- Attend training sessions prior to the beginning of the academic year
- Attend staff development meetings and additional training sessions throughout the year

QUALIFICATIONS
The FYCA must be a full time student, in at least their third semester with at least a sophomore student status, and maintain a minimum semester and cumulative grade point average of 2.5.

TERMS OF EMPLOYMENT
Appointment begins May 2014 and concludes May 2015. It is expected that all FYCAs attend the entirety of training and complete a year-long term in the position. Throughout the year, the FYCA works 10-12 hours/week.

BENEFITS
Projected Rate of Pay: $9.25 per hour (Non-work-study or Work-Study, students with Work-Study awards will receive priority)