Position Abstract

The Commuter Assistant is a key student leadership role for the First-Year Commuter Student Program. The Commuter Assistant (CA) is charged with developing one on one relationships and building a sense of community with 60 to 80 First-Year commuter students. In addition, the Commuter Assistant has primary responsibility for developing and implementing two Commuter Community Meetings per semester. The Commuter Assistant serves as a mentor and resource for First-Year commuters and assists in developing a "commuter community". The Commuter Assistant collaborates with department and divisional professional staff to meet the variety of needs of the First-Year commuters throughout the year.

Position Responsibilities

- Be familiar with assigned First-Year commuter students and their academic needs.
- Assess the personal developmental and educational needs of assigned First-Year commuter students and develop creative learning opportunities and goals to meet these needs.
- Engage First-Year commuter students in interactive and passive ways that promote student learning and citizenship.
- Direct First-Year commuter students to the appropriate academic resources (e.g. Academic Services, Academic Advisors, Professional Staff, etc.)
- Initiate, plan, and organize two Commuter Community Meetings per semester that respond to the needs and interests of First-Year commuter students.
- Assist Commuter Oriflamme Leaders as needed to aid in creating successful Fall Welcome/Orientation events.
- Attend and be punctual for Fall Welcome and Winter Welcome activities as outlined during Commuter Assistant training, and encourage attendance of all First-Year commuter students.
- Facilitate community development through e-mail and in-person outreach with assigned First-Year commuter students.
- Be available to assist First-Year commuter students during the week, evenings, and on weekends
- Identify, assist, and refer First-Year commuter students with personal, social, academic, or health related concerns.
- Communicate with supervisor regularly about interactions, activities, and the First-Year commuter community environment
- Respond in a positive and helpful manner when confronted with behaviors or infractions that disrupt the environment.

Position Requirements

- 8-10 hours per week working on Commuter Assistant-related meetings and activities.
- Be a commuter student or have been a commuter student. (traditional commuter from a family residence)
- Maintain at least a 2.75 GPA (cumulative and semester) and remain in good and full-time academic standing at Saint Louis University.
- Attend weekly staff meetings. A designated time and location will be established during training.
- Commuter Assistants must be a positive role model through personal example and demonstrate a commitment and pride for Saint Louis University through respectful language and behavior.
- Serve as a role model of positive behavior, representing the University with pride and respect, in and out of the classroom. This includes positive personal representation online through profiles, comments, and pictures on Facebook, Twitter, and other social media.

Accountability and Compensation

- Commuter Assistants are directly supervised by Busch Student Center professional staff.
- A written warning or probationary period of a determined length will be assessed towards any Commuter Assistant that it is determined is failing to meet the minimum requirements of the Grant-

In-Aid position. The Commuter Assistant's direct supervisor will determine the length of any probationary period.
- Applicants' behavioral and conduct records will be reviewed prior to being selected and during their time in position. Behavioral concerns and violations of the University Community Standards may affect students' ability to be selected and/or retained. Students not in good standing with the university are automatically ineligible, but other behavioral concerns and conduct records are also reviewed to determine eligibility to be selected and/or retained.
- The Commuter Assistant's grant-in-aid and award may be terminated immediately at the discretion of the supervisor if the Commuter Assistant fails to meet any significant expectation of the position. Examples would include but are not limited to; entering the student judicial process, breaking the law, failing to maintain the minimum GPA, and endangering the safety and well-being of any other student(s).
- Commuter Assistants are selected for one academic year. Performance evaluations are conducted to determine whether a Commuter Assistant should continue in the position for the following year.
- $200 per semester in Billiken Bucks (or Bonus Flex); Stipend of $1,650 per academic year made in ten (10) monthly installments.

Selection Timeline

November 13, 2018	Info Session @ 4:00pm in BSC 352/353
November 15, 2018	Info Session @ 5:30pm in BSC 256
January 16, 2019	Info Session @ 4:00pm in BSC 253 A/B
January 17, 2019	Info Session @ 5:30pm in BSC 253 A/B
January 18, 2018	Application due by 5:00pm online
January 25, 2019	Group Interviews
February 4 – 10, 2019	Individual interviews for selected applicants
February 14, 2019	Notification of final selection via email

Students STUDYING ABROAD in Spring 2019

November 13, 2018	Info Session @ 4:00pm in BSC 352/353
November 15, 2018	Info Session @ 5:30pm in BSC 256
November 26, 2018	Application due by 5:00pm online
December 3 + 4, 2018	Individual Interviews
February 14, 2019	Notification of final selection via email