

# COLUMBIA BIBLE COLLEGE

## Job Description - Commuter Assistant



As part of the Student Development team, the Commuter Assistant (CA) is crucial in helping to establish a community environment within the Commuter Lounge that is conducive to academic, spiritual, and social development, primarily through leading a team of Commuter Hosts. The CA is to be a student who displays an authentic and growing relationship with Jesus and has a desire to support holistic growth in the lives of others. The CA plays a vital role in assisting commuter students to integrate into college life at Columbia.

### **The Commuter Assistant is required to meet the following expectations:**

- The CA must be a mature, responsible student, who is respected within the CBC community.
- The CA is expected to uphold all CBC community standards.
- The CA is expected to have completed at least one year of academic studies at CBC.
- The CA is expected to have a 2.5 cumulative GPA.
- The CA is expected to be enrolled in a minimum of 9 academic hours per semester.
- The CA is limited to 15 academic hours per semester.
- The CA is limited to one extra-curricular commitment beyond their leadership role.

### **Compensation**

- The CA will receive a \$1,500.<sup>00</sup> stipend for the academic year.
- The CA may be eligible to receive Service Practicum/Internship credit for their role.

### **Job Responsibilities:**

#### **1. Community Facilitation**

- Seek to promote a warm, welcoming and safe environment for connection among commuter students.
- Provide leadership, organization and supervision to the CH team, in the organization and delivery of bi-weekly commuter lunches that seek to foster community among commuter students.
- Provide leadership, organization and supervision to the CH team in the organization and delivery of bi-monthly events that promote meaningful relationships among commuter students.
- Support other students within the commuter student body who have a desire to create events that help foster community.
- Fulfill a minimum of three hours of “hosting” shifts each week within the commuter lounge.
- Seek to establish intentional relationships with students in the commuter lounge.
- Be available to counsel students within the limits of your training and abilities on academic, social and spiritual matters. When beyond the limits of your training and abilities refer students in need of more in-depth assistance to the appropriate individual

(Commuter Director, Associate Dean, Dean of Students, or the Counseling Services Supervisor).

- Be aware of the health and wellbeing of commuter students; report any concerns, extended illnesses, or absences from the college to the Commuter Director as soon as possible.

## **2. Administration**

- Ensure that the Commuter staffing schedule is up-to-date, complete and that shifts are being fulfilled by CHs.
- Ensure that the communication binder is up to date and being properly utilized by CHs.
- Ensure that commuter lunches and events are advertised effectively.
- Manage the commuter budget and dispense petty cash to CHs for the purchase of supplies, in conjunction with the Commuter Director.
- Ensure that the commuter lounge is amply supplied with:
  - coffee, tea, and condiments,
  - dish soap, wash cloths, and tea towels,
  - cleaning supplies, and
  - hair nets and latex gloves for food preparation.
- Ensure that the commuter storage room is clean and organized.
- Ensure the dish cloths and tea towels are laundered each week.
- Report any maintenance concerns or needs to the Commuter Director in a timely manner.
- During both fall and winter leadership retreats be prepared to lead planning and organization sessions with the CH team.

## **3. Accountability and Support**

- As team leader, maintain a close working relationship with the Commuter Hosts, with monthly mentoring for those specifically assigned, and provide ongoing supervision and support to the CHs individually and as a team.
- Maintain a close working relationship with the Commuter Director through weekly meetings for mentoring, demonstrating willingness to pursue personal growth.
- Lead a bi-weekly meeting with the CH team for ongoing planning and team building.
- Maintain positive working relationships with fellow student leaders while at the same time recognizing that you are part of the larger student development team.
- Disseminate information pertaining to commuter life as well as communicate, clarify, and uphold school policies to commuter students in a consistent manner.
- Attend all chapels, commuter lunches and events.
- Assist in the setup, take down and facilitation of new student welcome and Orientation at the beginning of both the fall and winter semesters.
- Be in full attendance at the fall and winter Leadership Retreats, New Student Retreat as well as all weekly Leadership Connections.