

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 not including their leadership class.
- The CA is limited to one extra-curricular commitment beyond their leadership role.

Compensation

- The CA will receive a \$1,500.⁰⁰ 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 delivery of bi-weekly commuter lunches that seek to foster community among the commuter students.
- Provide leadership, organization and supervision to the CH team in the delivery of bi-monthly events that promote meaningful relationships among the commuter students.
- Support other students within the commuter student body who have a desire to create events that help to 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 (The 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 Associate Dean 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 advertized in the CBC Times and through promotional posters.
- Ensure that the two Commuter bulletin boards are kept up to date and are well maintained.
- Manage the Commuter budget and dispense petty cash to CHs for the purchase of supplies, in conjunction with the Associate Dean.
- Ensure that the Commuter Lounge is amply supplied with coffee, tea, and condiments.
- Ensure that the kitchen is adequately supplied with dish soap, wash cloths and tea towels.
- Ensure that there are adequate cleaning supplies, Lysol and laundry soap.
- Ensure that hair nets and latex gloves are utilized during all food preparation.
- Ensure that the Commuter storage room is clean and organized.
- Report any maintenance concerns or needs to the Associate Dean in a timely manner.
- Ensure that all Commuter Lounge computers are in working order; report any problems to the IT department in a timely manner.
- Ensure that the printer is supplied with paper.
- During both Fall and Winter leadership retreats be prepared to lead planning and organization sessions with the CH team.
- Make the iPod available for use and ensure it is secured at the end of each shift.

3. Accountability and Support

- As team leader maintain a close working relationship with the Commuter Hosts and provide ongoing supervision and support to the CHs.
- Maintain a close working relationship with the Associate Dean through weekly meetings for mentoring and personal growth.
- Meet bi-weekly with your CHs 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, First Year Retreat as well as all weekly Leadership Classes.