**Village Assistant (VA) Job Description**

**SUPERVISOR:** Lewis and Clark Village Office Manager

**ADVISES:** Assigned area with the Lewis and Clark Village complex

**PURPOSE OF POSITION:**
The Village Assistant is the live-in person responsible for an assigned area within Lewis and Clark Village working with 2-3 individual apartment buildings. The Village Assistant works in all phases of resident living with their supervisor responsible for the village. They serve as a liaison between the University administration and the residents of the village; to foster an atmosphere for student learning, social, cultural and emotional growth in the village by serving as an advisor/counselor to the residents; and to assist the Village Supervisor in promoting the general well-being, community living in the village.
Compensation: An assigned 2-bedroom apartment at Lewis and Clark with a value of $10,806.00 for the 12-month period.

**PRIMARY DUTIES:**

**Administrative**
- To maintain regular room hours in which to be clearly available to residents.
- Prepare necessary records and reports.
- Collect data and information as needed.
- Assist with room checks as required by hall operations manual.
- Participate in staff meetings that may develop policies and provide for evaluation.
- Assist with communication among staff members, residents, and the University.
- Keep the Lewis and Clark Office Manager informed of plans being developed by residents.
- Assist with move-in and move-out at the beginning and end of each semester.
- Be available to assist in covering desk hours on weekends or holidays and in the absence of the Office Manager.
- Participate in the selection process of new staff members.

**Community Development**
- Promote the development of an atmosphere within the village so the objectives of the University may be achieved.
- Developing individual respect for one another as well as respect for personal and University property and University policies.
- Assisting student officers and residents in the development and promotion of an environment which in conducive to student learning and community living.
- Providing an example of friendliness and assistance to students and promoting interpersonal relationships.
- Developing and promoting a sense of community among the residents of their area.
- Developing and promoting the diversity of ideas, social and cultural issues and the ethnic of the University Community.
- Showing a sincere interest and friendliness to all residents and be a good listener.
- Be responsible for assisting individual students.
- Being aware of attitudes and behavioral patterns of residents.
- Knowing resources on the campus to assist residence.
- Being able effectively to refer residents for assistance.
- Having reference materials available, i.e., the college catalogue, listings of student services, handbooks, class schedules, campus calendar, etc.
- Develop the potential of residents to contribute to village programs and campus activities.
- Being aware of problems of new resident’s transition to the University.
- Being aware of as assessing the residents needs and communicating their needs to the administration i.e., physical, emotional and personal, and programmatic.
- Develop and promote village programs for the students.
- Have knowledge of the University rules and regulations that affect social activities.
Conduct

- To administer the University’s Student Conduct Code and help provide for an academic environment. The responsibility for preventive discipline and an explanation as to the needs for policies are the responsibility of the Village Assistant.
- Setting an example by adhering to policies and student conduct codes of the University and the village.
- Know University and village’ policies and student conduct codes and reasons why they are advantageous to the residents.
- Assist all residents in knowing what is expected of them and the reasons for these expectations.
- Recognize signs of student problems and assist residents in understanding the issues.
- Report violations of the university’s student conduct codes.
- Perform the “V.A. on Duty” functions and work the accompanying desk hours required.

Maintenance

- Assist residents with other minor maintenance problems not requiring Journey level skills (i.e.; plugged drains, toilets, etc.)
- Notify the craftsmen when necessary for emergency repairs.
- Check all doors before leaving the office for security and help maintain cleanliness of the office before closing.
UNIVERSITY OF MONTANA
Residence Life Office

WORK AGREEMENT FOR VILLAGE ASSISTANT POSITION

Terms of Employment:

Work Agreement Period: The Village Assistant (VA) work agreement period is for one full year. For the 2013-2014 academic year VAs will be employed from June 1, 2013- May 31, 2014. Employment will be inclusive of the above dates with the exception of those periods approved by the Director or Associate Director of Residence Life.

Compensation: Remuneration for this position is an apartment and stipend for a total value of $862.00 per month. The cash stipend portion of this work agreement is determined by the apartment assignment. This cash stipend will be paid through the University of Montana Payroll System in semi-monthly installments.

Eligibility: The VAs must be enrolled as full time University of Montana students, but limit their course work to a maximum of 18 credit hours (12 credit hours for graduate student VAs) and must successfully complete at least 12 undergraduate or 9 graduate credit hours each semester. The VAs may only take fewer than 12 undergraduate or 9 graduate credit hours or more than 18 undergraduate or 12 graduate credit hours with prior written permission from the Lewis and Clark Office Manager.

The VAs must maintain at least a semester and cumulative grade point average of 2.25. Failure to meet these GPA requirements may result in adverse employment action, up to and including termination. If at any time the VA’s semester or cumulative GPA falls below a 1.5 in either semester, the VA will be terminated.

Supervision: The VAs are directly supervised by the Lewis and Clark Office Manager. They also work closely with the Residence Life Director, Associate Directors, Assistant Directors, and Maintenance Supervisor.

Reassignment: The VAs are expected to understand they may be assigned or reassigned to Lewis and Clark duties at the discretion of the Residence Life Office.

Personal Conduct:

Role Model: The VAs are expected to reflect positive behavior and follow all University of Montana Student Code of Conduct requirements, Residence Life policies and state and federal laws both on and off campus.

• Any VA under 21 years old who consumes alcohol will be subject to disciplinary action, up to and including termination
• Any VA 21 years old or older may consume alcohol responsibly with others who are at least 21 years old.
• The VAs may not at any time engage in, enter, or remain in any area or premises where illegal drug use is occurring. Illegal drug use is defined by the Student Conduct Code, and state and federal laws.
• Any VA who violates the Student Code of Conduct, Residence Life policies or any state or federal laws may be subject to dismissal.

Equal Opportunity: The VAs are expected to be familiar with and follow The University of Montana Equal Opportunity Statement: “The Equal Opportunity and Affirmative Action Office at The University of Montana strives to support a diverse community accepting of all individuals regardless of their race, color, sex, age, religion, creed, marital or familial status, union affiliation, physical or mental disability, sexual orientation, national origin, veteran status, or political beliefs. This office will work to eliminate barriers which inhibit persons from achieving their full potential in education, employment, and other programs and services at the University. The principles of equal opportunity apply to faculty, staff, students, and members of the public.”

Relationships: The VAs are expected to understand that dating and/or sexual relationships with students living in Lewis and Clark Villages can negatively influence the dynamics of the VA position. Therefore, if such a relationship does or could likely develop, the VA will notify the supervisor immediately. If a VA dates anyone in the VA’s direct community area or in an area under the responsibility of the VA, the Residence Life Department may require one of the students to move and the VA be moved with a new assignment.

Time Commitments:

Work Commitments: The VA shall agree to give the VA position priority in fulfilling the responsibilities as defined by the job description over other activities except for the VA’s academic responsibilities. The VAs shall agree to the following unless given prior approval for an exception in advance and in writing from the Director of Residence Life, Associate Director of Residence Life
or Lewis and Clark Office Manager. The VAs are expected to attend and actively participate in student staff training, in-service trainings, weekly staff meetings and departmental assignments. This includes, but is not limited to:

- Participation in all VA Training June 5th and 6th.
- Participation in Student Staff Training in August of each year.
- Review the VA Staff Manual thoroughly during training and as needed throughout the year.
- Attend weekly staff meetings as scheduled by the Lewis and Clark Office Manager.
- Participation in the selection process for 2014-2015 Residence Life Village Assistant Staff.
- Participation in either the Homecoming Committee or Holiday Party Planning Committee.
- Participation in departmental responsibilities as assigned.
- Remain in the position through the work agreement period.

**Time Commitments:** The VA’s work week is designed as an average of 20 hours per work week. The VAs are expected to understand that work in Lewis and Clark Villages is not easily translated into hours worked per day or per week. Emergencies cannot be anticipated. The VAs will spend the necessary amount of time in the community and on the job until all responsibilities have been met. If a VA’s time significantly and consistently exceeds what is reasonable, the VA is obligated to notify the supervisor. Time commitments for the job include:

- Administrative hours which include regularly scheduled responsibilities at staff meetings, departmental assignments, special programming activities, paperwork, and specific administrative functions as described in the job description.
- On-call hours which include: availability for drop-in discussions, individual counseling/advising, and response to other building/resident concerns.
- Additional time as needed to build respective, inclusive, positive communities and to preserve the welfare of the Lewis and Clark Villages community including resident drop-in discussions, emergencies and other items that may arise. General availability to residents is critical to meet the student needs, develop a positive community, and to effectively contribute to the building staff team.
- During times when VAs are not on duty, they are still expected to address the needs of their residents as needed.
- The VAs may be required to take on additional hours for office coverage and administrative assistant coverage, which will be compensated at the prevailing hourly rate.

**Outside Commitment:** The VAs are expected not to accept or retain other assistantships or part-time employment which negatively affects the ability of the VA to fulfill VA responsibilities or is a conflict of interest.

**Community Development:**

**Community Engagement:** The VAs are expected to be the live-in person in charge of a specific area within Lewis and Clark Villages. The VAs are expected to:

- Act as a liaison between the LCV residents and the LCV Office and welcome new members to the LCV community, specifically in their assigned areas.
- Assist with building “community” among the residents in Lewis and Clark Village through programs, small-group interactions, and surveys of their assigned area.
- Provide educational, wellness, and social programming for the residents in Lewis and Clark Village, and to assist in the enhancement of their college experience as outlined during training.
- Refer and assist in resolving neighbor disputes through mediation by the VA, the LCV Staff or mediation services.
- Deliver the community newsletter and other fliers as needed.
- Encourage LCV resident responsibility and report all vandalism.

**Availability to the Community:** The VAs are expected to maintain availability and visibility with residents and staff during evening hours and weekends. The VAs are expected to:

- Be available in the Lewis and Clark Village community for assisting residents a minimum of two nights a week from 8:00 p.m. to 8:00 a.m. While “in” VAs may not leave Lewis and Clark Villages unless given permission by their supervisor.
- Discuss with their supervisor if they will be away from LCV over a holiday to ensure appropriate coverage of the community area.
- Work at least one duty night between Monday - Thursday, 5:00 pm – 8:00 am. Three of these hours (5:00pm-8:00pm) will be office hours worked at the Lewis and Clark Village Office and the reminder as “on call” hours (8:00pm-8:00am) and will be paid at quarter time (4 hrs=1 work agreement hr). If the VA performs more than 3 hours of work between 8:00pm and 8:00am (emergencies, large number of lock outs, etc.) then the VA would be paid the additional time after the 3 hours. If all work (rounds, lock outs, etc.) is completed in less than 3 hours, then the VA will only count the quarter time on-call hours.
- Work Weekend duty on a rotation between four staff members. Weekend duty entails being on duty from Friday at 5pm through Monday at 8am. Holidays that fall on weekdays will mean coordination of duty with the next person on duty approved by LCV Supervisor.
**Duty:** The VAs are expected to perform "VA on duty" functions and the accompanying desk hours required (3 hours/week), complete thorough rounds of the community and call appropriate University staff (maintenance staff, supervisor, Public Safety, etc.) when issues arise or are discovered.

- The VAs are expected to respond to inappropriate student behavior that is a violation of campus policies and procedures or community standards. The VAs shall confront the action in question, complete and submit objective conduct or incident reports to their supervisor.
- The VAs are expected to assist with checking in new residents after hours by issuing keys and completing the required check-in paperwork.
- While on duty according to the VA duty schedule, the VAs will remain in Lewis and Clark Villages. While on duty VAs may not leave Lewis and Clark Villages unless given permission by their supervisor.

**Maintenance Concerns:** The VAs are expected to assist with minor maintenance problems (i.e., plugged toilets and drains, etc.) as well as knowing the proper procedure for calling out the maintenance personnel for emergency situations. The VA staff is expected to visually survey the LCV complex for maintenance, storage, or safety problems during their on duty rounds and at any time they discover problems.

**Confidentiality:** The VAs are expected to maintain confidentiality concerning all residents and protect student information. All confidential materials (rosters, etc.) that are kept in the staff apartment should be properly stored in a locked location to ensure residents do not have access to the information. All conversations concerning residents and other staff must happen in private areas and only with necessary persons.

**Appropriate Use of Keys and Access Cards:** The VA position requires VAs to be responsible for keys and/or access cards that provide access to residents' apartments and The University of Montana Residence Life buildings. This responsibility must be taken very seriously and VAs will follow all Residence Life key and access card policies. Any VA who loses a key and/or an access card, must notify their supervisor immediately. If any VA member loses a key and/or access card, this may result in termination.

**Administrative Duties:** The VAs are expected to assist with all administrative duties as assigned.

**Resident Transportation:** The VAs are expected not to transport residents in the VA capacity, including, but not limited to, programming and health and safety transport.

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is extended an appointment as a Village Assistant in The University of Montana Residence Life Office for the 2013-2014 academic year, **June 1, 2013- May 31, 2014.**

This work agreement is in concert with the Fair Labor Standards Act, Section 785.23 which specifies that an employee who resides on the employer’s premises on a permanent basis or for extended periods of time is not considered as working all the time they are on the premises. Ordinarily, such employees may engage in normal private pursuits and thus have enough time for eating, sleeping, entertaining, academic pursuits, and other periods of complete freedom from all duties when they may leave the premises for purpose of their own. It is, of course, difficult to determine the exact hours worked under these circumstances and any reasonable agreement of the parties which takes into consideration all of the pertinent facts will be accepted.

If failure to fulfill the responsibilities of this position results in termination of employment, it is understood that this work agreement becomes null and void and compensation will cease as of the date of dismissal. Termination does not preclude other sanctions from the University based on violations of The University of Montana Student Conduct Code or the Residence Life policies.

I accept the position designated above as a member of the Residence Life Staff of The University of Montana for the year and agree to the conditions stated herein.

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