Village Assistant (VA) Position Description

Supervised By: Area Coordinator

PURPOSE OF POSITION

The Village Assistant is the live-in person responsible for an assigned area within Lewis and Clark Village engages with 2-3 individual apartment buildings. The Village Assistant engages 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 Area Coordinator in promoting the general well-being, community living in the village.

Compensation: An assigned 2-bedroom apartment at Lewis and Clark Villages.

PRIMARY DUTIES:

Administrative

- Participate in all weekly staff meetings, trainings, and in-service meetings.
- Maintain confidentiality of student information in accordance with Residence Life and FERPA policies.
- Participate in the recruitment and selection processes for Community Assistants/ Village Assistants.
- Serve on Residence Life committees and quality circles as assigned to assist in major departmental activities and processes.
- Act as a liaison between the Lewis and Clark Village Office and residents, as well as act as a referral for resources on campus and in the Missoula Community.
- Assist in LCV Office Coverage between 5:00-8:00pm on duty nights, and as needed when the Office Manager is unavailable.
- Prepare reports for evaluation of programs, events and activities. (Surveys, monthly programming reports, individual meetings, etc.)
- Admit locked-out residents to their apartments while on duty
- Check-in residents when on duty and in cases where arrangements have been made for them to arrive after office hours or on weekends.
- Assist with room checks as required by LCV Office Manager and Area Coordinator.
- Assist with move-in and move-out at the beginning and end of each semester.

Community Development

- Initiate and promote the development of Lewis and Clark Village social, cultural, and educational programs as outlined by the Area Coordinator and complete all programming reports in a timely manner.
- Promote monthly all-LCV programs, individual area programs, and other events through eye-catching and creative advertisement.
- Help residents develop 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.
- Know campus resources and refers students to appropriate University personnel as needed.
- Develop the potential of residents to contribute to village programs and campus activities.
- Being aware of as assessing the residents needs and communicating their needs to the administration i.e., physical, emotional and personal, and programmatic.
- Have knowledge of the University rules and regulations that affect social activities.
- Be aware of transition issues new students experience at the University of Montana.
- Be aware of attitudes and behavioral patterns of residents. Assist residents in becoming a part of the community, both in Lewis and Clark Village, as well as at the University of Montana.
- Provide excellent customer service while engaging with residents, both at the desk and in day-to-day interactions.
- Communicate student concerns with their Area Coordinator.

Conduct

- 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.
- Report all Student Conduct Code violations and concerning behaviors through the Maxient conduct system.
- Perform the “VA on Duty” function by conducting rounds of the community and addressing any concerns.
- Complete the Area Duty Log for each set of rounds completed while on duty.
- Know University and village’ policies and student conduct codes and reasons why they are advantageous to the residents.

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.
- Conduct health inspections each semester in coordination with the Area Coordinator and staff.