Dear Commuter Assistant applicant:

We are very excited that you are interested in being one of the Commuter Assistants (CAs) at Capital University! The Residential and Commuter Life team has worked hard to structure this position in a way that will help enhance the experience of our commuter students, while providing a meaningful leadership opportunity for our CA staff.

Commuter Assistants are advisors and role models who will serve as an important link between commuter students and the University. As a valuable and contributing member of the Residential and Commuter Life Office, the CA position at Capital University provides opportunities for leadership and development, both personal and professional.

As you prepare to submit your application please make sure you note the following items MUST be completed:

- CA Application Form (Included in this packet)
  - Answers to Response Questions should be typed and included as a separate document.
- Two Completed Reference forms (Included in this packet)
  - At least 2 of your references must be a Capital University faculty, staff, or student (Please note that no relatives can serve as references for this process). Select references who best can comment on your leadership skills, interests, and abilities.
  - Please note that professional staff members in the Residential and Commuter Life Office are not able to serve as references, as they will be a part of the interview processes.

Please take time to carefully review these materials. The Residential and Commuter Life Office has worked diligently to create a fair and non-biased process. If you have any questions, I want to encourage you to contact the Residential and Commuter Life Office at 236-6811 or via email at commuter@capital.edu.

Finally, please remember that completed application materials are due to the Residential and Commuter Life Office by 5:00 p.m., Friday, April 3 2015.

Sincerely,

Jon Geyer
Assistant Director
Residential and Commuter Life
2015-2016 Commuter Assistant Application
Office of Residential and Commuter Life
Selection Timeline

**Information Sessions:** (All sessions will be held in the Saylor-Ackermann Lounge)

- Monday, March 23, 2015 @ 2pm
- Tuesday, March 24, 2015 @ 3pm
- Wednesday, March 24, 2015 @ 1pm
- Thursday, March 25, 2015 @ 12pm

**Application Deadline:**

- Friday, April 3 by 5pm
- All materials must be submitted to the Office of Residential and Commuter Life, located in the lower level of the Student Union, no later than 5pm on April 3rd. Your application materials should include:
  - Biographical information Sheet;
  - Typed responses to the essay questions; and
  - 3 completed reference forms

**Individual Interviews:**

- April 13-15, 2015
- Candidates will be contacted to schedule their individual interview. Please arrive early to your assigned interview time. Dress is casual, but please remember the interview is part of the application process.

**Final Notification:**

- Candidates will be notified in writing to their Capital University email accounts on or before April 17, 2015.
Commuter Assistant Position Description

Commuter Assistants (CAs) are paraprofessional staff members who serve as the principle student leaders within the commuter student population. They are responsible for building and maintaining relationships with commuter students, providing services and opportunities that enhance the commuter experience, and helping new students transition to life as a commuter. CAs serve as role models who exhibit a positive attitude, inspire respect and civility, and possess a genuine interest and concern for a diversity of people and their experiences.

Responsibilities:

- Communicate with assigned group of commuter students throughout each semester.
  - This includes a minimum of two group specific meet-ups each semester.
- Serve as connection between commuter students and the University.
- Assess/address concerns of commuter students.
- Complete 5 desk hours per week in designated campus locations. Hours will be scheduled in collaboration with successful candidates. (Staff meetings, programs, etc. will not count towards 5 hour requirement.)
- Assist with Orientation/Welcome Weekend activities.
- Lead projects, such as: Ride share programs, locker management, Commuter Newsletter, Commuter Student Association, Neighborhood specific programming, etc.
- Refer students to campus resources, such as the Center for Health and Wellness, Academic Success, and the Student and Community Engagement office.
- Create connections with the Bexley Community.
- Other duties as assigned.

Terms of Employment:

- Applicants and/or employees must be enrolled full-time in an undergraduate degree program.
- Preference will be given to applicants who have completed at least 1 semester as a commuter student.
- Have completed 2 semesters at the University.
- Maintain 2.5 GPA.
- Participate in CA training prior to start of fall semester. (Training Dates are TBD, but Candidates should expect to participate in Training the week immediately prior to the start of the academic year.)
- Participate in CA staff meetings and one-on-ones to be held bi-weekly.
- Assist with Commuter Student Orientation during new student move in.
- Leadership: CAs are encouraged to be engaged in the campus community.
- Community Assistants will be responsible for commitment to the position FOR THE ENTIRE ACADEMIC YEAR upon entering into this agreement. Failure to keep this commitment will result in the forfeiture of current semester stipend, fines, or the loss of additional compensation privileges.
- Adherence to the Student Code of Conduct, University regulations, Residential and Commuter Life policies, local, state and federal laws are required in addition to overall good conduct standing with the university throughout the appointment.

Compensation:

- Development of leadership and communication Skills.
- Development of personal and life-long relationships with students, staff and faculty members.
- Personal and professional growth and development.
- Stipend of $1000 per academic year. Stipend to be paid in two installments at the end of each semester, pending completion of job requirements.
Commuter Assistant Application

Note that this application is for full-time undergraduate students only. Student Assistants must maintain over a 2.5 accumulative GPA and be able to work a minimum of 5 hours per week. Return application at Office of Residential and Commuter Life, Lower Level of Campus Center.

Date: _______________________________

Name: __________________________________________________________________________

Student ID: __________________________ Birth date: ________________________________

Current address: __________________________________________________________________

Home phone: __________________________ Cell phone: ________________________________

Preferred email: ___________________________________________________________________

Major: ________________________________ Graduation date: __________________________

Have you ever attended another college? □ Yes □ No

Have you ever worked on campus before? □ Yes □ No

Do you currently qualify for federal work study? □ Yes □ No

Response Questions:

- Why are you applying to be a Commuter Assistant? What do you hope to get out of the experience?
- How can the experiences you have had as a commuter student help other commuters?
- In what ways can the Office of Residential and Commuter Life enhance the commuter experience? How could you in the role of Commuter Assistant best support that effort?
- What are 3 programs or services you would implement if given this position? Why would you select these things? How would you get interest from other commuters?

Please use additional sheets to complete above questions. Review of applications begins March 27, 2013.

Department Use Only:

Date received: ________________________________

Credits enrolled: ________________________________

Meets GPA requirements: ________________________________
Applicant Name: ____________________________  Position: ____________________________

Reference Name: ____________________________  E-mail: ____________________________

Relationship to the Applicant: ____________________________  

The above named student is applying for a Commuter Assistant Position with The Office of Residential and Commuter Life at Capital University. Commuter Assistants (CAs) are paraprofessional staff members who serve as the principle student leaders within the commuter student population. They are responsible for building and maintaining relationships with commuter students, providing services and opportunities that enhance the commuter experience, and helping new students transition to life as a commuter. CAs serve as role models who exhibit a positive attitude, inspire respect and civility, and possess a genuine interest and concern for a diversity of people and their experiences.

Please comment on any insights you have regarding the above referenced individual’s leadership abilities, communication and helping skills, appreciation for diversity, time management skills, and ability to complete administrative tasks.

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Would you (Please Circle):  Recommend  Recommend with Reservations  Do Not Recommend

Reference Signature: ____________________________  Date: ____________________________

All materials are due on or before April 3, 2015 at 5:00pm to the Residential and Commuter Life Office, located on the lower level of the Campus Center.
Applicant Name: ____________________________

Reference Name: ____________________________ Position: ____________________________

Relationship to the Applicant: ____________________________ E-mail: ____________________________

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