Solstice, Apogee & Spectrum Programs, Evanston

Solstice, Apogee and Spectrum Commuter Assistants (CAs) supervise and provide support to students in a safe and nurturing environment. CAs are full time residential staff members and live in the residence hall. CAs are expected to carry out many of the same duties and abide by the same rules as Residential Assistants (RAs), with an emphasis on tasks related to the care and supervision of commuter students. CAs are the primary contact for commuter students and parents and must be available and responsive to their needs. CAs are expected to be a visible, active, and accessible presence on campus and in the residence halls. CAs may not have other work or school commitments during their contracted time of employment.

General Responsibilities:
• Carefully review all onboarding and hiring materials provided by the Summer Program; return all completed paperwork as requested;
• Attend staff training;
• Uphold and promote the CTD Honor Code;
• Follow all CTD rules and regulations concerning staff conduct, appropriate dress, program procedures, and other responsibilities as set forth in the staff handbook and by administrative staff;
• Reside in the residence hall for the duration of the program and be available at all times;
• Maintain CTD’s standard of supervision at all times;
• Engage with students on all days of the program: weekdays, week nights and weekends;
• Provide support to any CTD program on the Evanston campus, as needed;
• Assume other program related responsibilities as requested by CTD administrative staff.

CTD Commuter Assistants are required to:
Pre-Session
• Be knowledgeable of administrative policies and NU procedures that must be implemented in the residence halls;
• Attend all scheduled residential staff training and orientation sessions prior to the opening of the Summer Program;
• Become familiar with the NU campus, including but not limited to classroom and program buildings, as well as Evanston town boundaries;
• In conjunction with Residential Director (RD) and Program Coordinator, prepare a handout and/or email for commuter parents outlining pick-up and drop off procedures for Opening Day;
• In conjunction with RD and Program Coordinator, create attendance sheet for commuters; accounting for their arrival, activity choice, and pick up time;
• Help prepare the residence hall for Opening Day, organizing welcome packets for each commuter student and preparing the commuter check-in area and procedure;
• Assist with book distribution prior to each session;
• Manage commuter registration on Opening Day;
• Assist with the planning of the activity schedule in collaboration with other residential staff and the A/RDs;
• Assume other program related responsibilities as assigned by A/RDs and CTD administrative staff.

During Session
• Reside in the dorm throughout the duration of employment and be available at all times. During limited scheduled time away*, CAs must be available by phone (in the event of an emergency), travel no further than 30 minutes off campus, and confirm with the A/RD which staff person will assume their responsibilities until they return;
• Prepare/train the residential staff member who will be assuming commuter duties during CA time away;
• Carry and answer a CTD-issued cell phone during designated hours. The phone number will be given to commuter students, their parents and CTD staff;
• Attend and participate in daily residential staff meetings;
• Address commuter students’ concerns as appropriate;
• Greet students and parents at the daily drop-off and pick-up site, and actively supervise students at the drop-off and pick-up site;
• Take daily attendance at drop-off and pick-up, and report morning attendance to the Academic Office Manager in charge of attendance (AOM) by 8:45 a.m.;
• Maintain CTD’s standard of supervision. Actively supervise students whenever they are present. This includes, but is not limited to, the following:
  o Supervise assigned RA group during an RA’s scheduled time away (walking groups, meals);
  o Supervise students during meals in the dining halls;
  o Know which commuters intend to stay for activities/dinner/study sessions and track this in an organized fashion;
  o Supervise commuter students who stay for dinner, collect meal fees, and share dinner lists with the Residential Director (RD), RAs, and dining staff;
  o Lead and supervise groups of students during weekday, evening and weekend recreational activities;
• Consistently and respectfully enforce CTD rules and procedures and appropriately address student behavior as necessary;
• Complete PowerTeacher log entries to document any student concerns (academic, behavioral, social emotional, medical) within 12 hours;
• Troubleshoot activity sign-up issues with commuter students;
• Assist in CTD classrooms and/or on class field trips when additional supervision is necessary;
• Carry out any other tasks assigned by the A/RDs and CTD administrative staff.

Post-Session
• Under the direction of Residential Director, assist in closing the residence hall;
• Assist with the labeling of all residential program supplies and assist in moving them to a designated storage area;
• Complete any necessary end-of-program paperwork, including program and staff evaluations;
• Carry out any other program related tasks assigned by the Directors and administrative staff.

Qualifications:
• Current or past enrollment in an undergraduate degree program;
• Experience working with students in a camp or residential program;
• Experience working with children in a classroom or academic setting is a plus;
• A demonstrated interest in, awareness of and sensitivity to the academic, social, and emotional growth of elementary or middle school students;
• Professional demeanor; motivated, flexible and adaptable;
• Exceptional problem-solving, communication and organizational skills;
• A positive attitude toward a position’s expectations and responsibilities;
• Personal responsibility for the wellbeing of the students with whom they work;
• Must be able to traverse distances of at least one mile with or without accommodation.
• Must be able to lift and/or maneuver at least 40lbs.
• Strong work ethic and commitment to teamwork.

Employment Dates and Stipend: (all residential positions take place on the Evanston, IL campus)

Full time work June 21 - August 5, 2016
Starting salary $2800 increasing to $3000 based on CTD Summer Program experience, plus room and board.

*Time Away: one weekday and one half weekday per each of the two three-week sessions; no time away can be taken on Fridays, Saturdays or Sundays; residential staff are not permitted to travel further than 30 minutes away from the NU campus at any point during their employment with CTD, nor are they permitted to sleep outside the residence hall.

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