



Position Description

Classification: Student Assistant		Job Code:	7968
Working Title: Penn Place CA		Pay Range:	01
		Position #:	
Employee Name:			
Department Area:	Residence Life		
Hours/Shift:	20 hours per week(average) , 9 months		
Summary of Duties:	<p>The Penn Place staff member is an undergraduate, non-traditional or graduate student who contributes to the facility operation, resident support and administration of Penn Place. Specifically, the staff member is responsible for assisting students in crisis, conducting community meetings, planning and implementing cultural, educational, social and informational programs, serving as a resource to residents, aiding students in transition, performing regular on-call duties as assigned, and assisting with the management of their residential community.</p> <p>The Penn Place CA will have specific duties to support residents who are members of the Transition Options in Postsecondary Settings (TOPS) program within Penn Place. The TOPS program offers individuals ages 18 and older with intellectual and developmental disabilities a unique opportunity to engage in coursework, work experiences, and independent living skills. This position may include specific programming efforts directed towards the TOPS population and collaboration with the TOPS staff. Staff selected for this position may be required to take the 1 credit hour leadership course in the Spring Semester.</p>		
Supervision and Essential Duties: May divide into as many sections as needed, but all sections must total 100%	40%	Build community and foster relationships with the residents in the house; coordinate programs and events to address the needs of the community and reflect Residence Life's core values (Wellness, Community, Inclusion and Learning); serve as a resource for social, academic and personal needs	
	25%	Facilitate suite/roommate agreements; assist students in crisis; conduct rounds and Office Assistant responsibilities during on-call; address safety concerns, inappropriate behavior and policy violations; address conflicts and facilitate mediations; monitor maintenance, housekeeping and other management issues and concerns; assist with move in and check out processes	
	20%	Aid in the transition process for members of the house; plan supplemental programs for TOPS residents as needed and support the TOPS program; when appropriate co-program with the TOPS staff; complete administrative tasks	
	15%	Meet regularly with supervisor; attend weekly staff meetings, in-services and other development opportunities, participate in Autumn Training; create door decorations and bulletin boards; work with faculty; Serve on-call functions during regularly assigned evening and weekend hours, and as specified by the Housing Coordinator, perform other job related duties as assigned.	
Education and Experience:	Required:	Enrolled as a fulltime student at the start appointment period; must be in good academic standing; minimum number of credits determined by the academic college; 2.5 cumulative and semester GPA (throughout hiring process and during length of employment); available for Autumn Training (typically 2 weeks before Move In Day)	
	Desired:	Transferable or related academic interests such as social work, counseling, special education, education, etc.; community living experience and/or employment in a residential setting; transferable skills	
Additional Information:		<p>The staff member may be asked to participate in the 1 credit RA course during the 2nd term of spring semester period to starting the role.</p> <p>This position is designated as haltime (50%) by the University. University policy limits any additional campus employment to no more than 8 hours.</p> <p>Additional information about TOPS can be found at: https://nisonger.osu.edu/adult/adult-clinics-services/tops/ </p>	