

## Academic Assistant Position Description

**Position Description:** The Academic Assistant (AA) is a live-in paraprofessional who has administrative and programming responsibility for the Honors Living Learning Community (LLC). The Academic Assistant reports directly to the Residential Life Coordinator, but has responsibilities for working with the Assistant Residential Life Coordinator and Departmental Liaison for specific parts of their position (LLC programming, educational and wellness functions, and other activities). The expected average time commitment for the position is 20 hours per week.

### AA responsibilities include:

- Working with the Resident Assistants (RA) to maintain a community atmosphere that is conducive to student social and academic success.
- Serving as a resource to residents. This may include assisting LLC students with tasks specific to the community, making referrals for campus services, facilities, or activities, sending students to academic advisors, and making them aware of other UMKC personnel, functions, facilities, and activities.
- Working with students who have conflicts or problems (i.e. roommate conflicts, homesickness, adjustment to school, etc.) and knowing when and where to refer students experiencing problems.
- Working with the staff/faculty leader from the Honors College to fulfill requirements for the LLC.
- Maintaining a presence in the building and being available to students.
- Planning educational, social and recreational programs (especially those activities that are related to the nature of the LLC) for residents of the community.
- Conduct mandatory academic check-ins for all residents in the Honors College during the first two weeks of each semester.
- Conduct optional academic check-ins for all residents in the Honors College during the last two weeks of each semester.
- Enforcement of University and Residential Life policies.
- Administrative activities related to the operation of their LLC, including but not limited to processing programming paperwork, on-call duty, giving tours to prospective students, turning in reports, processing check-ins and check-outs, etc.
- Act as liaison between residents and Residential Life administration and the sponsoring department.
- Attend weekly staff meetings.
- Be willing to accommodate students in overflow housing situations
- Supporting the building Residential Hall Association (RHA) through meeting and event attendance and committee leadership.
- Maintain a Facebook.
- Other duties as assigned.

**Remuneration for AA in Residence Halls:** Residential Life scholarship, which covers the cost of your room and a meal plan