

*Job Description - Inclusion Assistant*

An Inclusion Assistant at Central Michigan University is a current student (sophomore status or above) who is a live-in paraprofessional staff member for the Office of Residence Life and works collaboratively to support our Educational Priority; *As a result of living on campus, students will become empowered citizens who responsibly impact their communities.* In addition to enhancing the support of students with underrepresented and/or marginalized identities, the role of an Inclusion Assistant is to educate community members on topics of equity and justice and to bridge campus resources and partnerships.

**Inclusion Statement:** *“We celebrate and focus on connecting with community members with a wide range of individual and group identities, including but not limited to:”*

Age	Marital Status	Veteran Status
Color	National Origin	Weight
Ability	Political Persuasion	Immigration Status
Ethnicity	Race	Food Security
Gender	Religion	Education Level
Gender Expression	Sex	Language
Gender Identity	Sex-based Stereotypes	Pregnancy, Childbirth or related Medical Condition
Genetic Information	Sexual Orientation	Social Class
Height	Transgender Status	

(CMU, an AA/EQ institution, strongly and actively strives to increase diversity and provide equal opportunity within its community. CMU does not discriminate against persons based on the above) (List of identities provided by Shannon Jolliff-Dettore Director - The Office of LGBTQ Services and Gender Equity Programs in conjunction with CMU's abovementioned AA/EQ statement)

Inclusion Assistants will do their work through engagement strategies outlined in *Learning in Community: A Residential Experience*, including but not limited to: intentional interactions (guided 1:1 conversations), community meetings, RD-RHD/Inclusion Assistant Content-Led programs, self-guided learning opportunities, and campus community events. Additional informal efforts to build relationships and community will also occur through weekly building/area social rounds. Inclusion Assistants utilize the learning goals and outcomes in *Learning in Community* to craft their engagement strategies with their direct supervisor (their Resident Director/Residence Hall Director). Additionally, Inclusion Assistants assist in the opening/closing of residential buildings, emergency response situations, and engage in weekend duty responsibilities.

**Supervision Received:**

The Inclusion Assistant is directly accountable to the Resident Director/Residence Hall Director and Assistant Director overseeing the Inclusion Assistant program and indirectly to the Assistant, Associate and Director of Residence Life.

**Minimum Qualifications and Additional Requirements:**

1. Be at least sophomore status (26 credits) at the end of the semester in which the candidate applies (i.e. May for a fall position).
2. Have a cumulative grade point average of 2.5 or higher at the time of application and during the entire period of employment.

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3. Be available for employment for two semesters upon initial hire.
4. Not be on disciplinary probation at CMU or any other higher education institution.  
Applicants who are on disciplinary probation will be eligible for consideration if it has been more than one year since being placed on probation on the day applications are due. Applicants who were suspended but not put on probation will be eligible if it has been more than one year following the end of the suspension when applications are due. During the period of employment, paraprofessional staff must not be in violation of any university policies or procedures.
5. All employment positions within the department of Residence Life are interrelated. Consequently, disciplinary action received while employed in one Residence Life position may impact employment status in another Residence Life position, up to and including discharge. If a paraprofessional is terminated from the position and would like to re-apply to be a paraprofessional, the individual must not be within one year of being terminated on the day applications are due.
6. Staff are expected to place the position as one of their highest priorities. Non-academic involvement for paraprofessional staff members in their first semester in the position cannot exceed 15 hours per week. Non-academic involvement for all other paraprofessional staff members must not exceed 20 hours per week. All requests are subject to approval by the RD/RHD/supervisor and Assistant Director for the area of campus, and Paraprofessional Staff Involvement Requests should be submitted and approved prior to paraprofessionals making commitments outside of their roles.

Note: International students may not be employed outside of the position due to restrictions in their student visa.

Responsibilities:

### **Identity**

Responsibilities of an Inclusion Assistant as it relates to our learning goal of identity: *Inclusion Assistants will engage in self-discovery and reflection to construct a sense of purpose.*

- Understand the Office of Residence Life's Educational Priority and the role of an Inclusion Assistant on the paraprofessional team, within the Office of Residence Life, and the greater campus community.
- Engage in ongoing professional/personal development activities such as training, assessment reports, documentations, and surveys (provided by the department, through conversations with your RD/RHD, and self-guided opportunities).
- Complete all required training, including but not limited to: fall, winter, and ongoing in-service staff trainings, Inclusion Assistant meetings, in-building or area training, Campus Security Authority, etc.
- Work collaboratively with paraprofessional colleagues and professional staff to co-construct a list of students to connect with each semester for intentional interactions.
- Complete intentional interactions throughout the year along with completing assessment reports.
- Assist residents in their transition to university life, connection to campus resources and understanding their identities, values and beliefs.

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### **Relationships and Communities**

Responsibilities of an Inclusion Assistant as it relates to our learning goal of relationships & communities: *Inclusion Assistants will live productively among others and develop a caring network.*

- Formulate social round days/times collaboratively with your RD/RHD and engage in informal relationship and community building (weekly basis).
- Recognize human difference through relationship building with residents and paraprofessional teams.
- Take appropriate action to protect the health, safety and rights of residents. Encourage residents to live productively among others, to assume responsibility for their actions and to understand their rights and responsibilities for living in a community.
- Attend and actively contribute to the Inclusion Assistant learning community (formal meeting times and excursions/educational opportunities).
- Explain their role to community members and participate in floor/courtyard meetings.
- Assist residents in designing and implementing strategies for effective conflict resolution.
- Serve as a positive role model by supporting and adhering to university policies and procedures and displaying positive academic and social behaviors.
- Contribute in opening and closing of the building (August, fall break, winter break, spring break, and the end of the year, etc) as directed by your RD/RHD.

### **Equity and Justice**

Responsibilities of an Inclusion Assistant as it relates to our learning goal of equity & justice: *Inclusion Assistants will explore diversity in identities, backgrounds, perspectives, and experiences among individuals and groups and choose to dialogue about issues related to privilege and oppression to foster equity and justice.*

- Co-create Content-Led programs with the RD/RHD, specifically related to the learning goals and outcomes surrounding equity and justice.
- Engage in dialogue to deepen understanding, respect, and empathy for others.
- Create self-guided learning opportunities (SGLs).
- Maintain familiarity with the locations and operations of departmental, campus and community offices and organizations (e.g. MASS, CID, Career Development, Listening Ear, Student Employment Services, Office of Residence Life, etc.) and make referrals in conjunction with the RD/RHD as appropriate.
- Leverage relationship building, CMU campus community events, and dialogue skills to complete the campus community events engagement strategy and support student learning.
- Educate and be a resource to residents and staff on issues of equity and justice.

### **Social Responsibility**

Responsibilities of an Inclusion Assistant as it relates to our learning goal of social responsibility: *Inclusion Assistants will demonstrate an understanding and commitment to creating safe, healthy, and thriving communities.*

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- Know, abide by and be consistent in enforcing policies and procedures pertaining to student behavior. Communicate policies, procedures, and co-constructed community expectations to residents.
- Recognize human differences and develop the capacity to listen and understand in order to be flexible and open-minded in responding to student needs and concerns.
- Assume weekend duty responsibility according to the formal and/or informal building schedule and remain on call as required.
- Maintain appropriate confidentiality with residents; provide the RD/RHD with accurate and timely community and resident information via reports, documentation, 1:1 meetings, staff meetings, emails and other communication tools.
- Become familiar with fire safety equipment, assist with drills, respond to alarms and follow all emergency response protocols.
- Encourage residents to make informed choices for the safety and well-being of self and others and role model this behavior.

### **Administrative**

Responsibilities of an Inclusion Assistant as it relates to administrative tasks:

- Be observant and report all safety hazards and maintenance concerns in a timely manner.
- Assist the RD/RHD, CMU Police, etc. during emergency situations.
- Complete all assessment reports as outlined in each engagement strategy and facilitation guide in *Learning in Community* and in a timely and thorough manner.
- Write incident reports in the Advocate System immediately following an incident, following the prescribed outline and detailing events in a professional manner.

### Additional Considerations

- Employment is normally for the academic year; however, continued employment is subject to satisfactory performance. Individual evaluations of staff will be made during each semester by the RD/RHD.
- Inclusion Assistants receive remuneration for the position in the form of “in kind wage” for their room and board. This “in-kind” support is classified by the U. S. Department of Education as a financial resource that reduces financial need. The amount of the Inclusion Assistants remuneration will reduce CMU grant aid dollar for dollar. Additionally, CMU maintains a policy that CMU gift assistance (scholarships, grants and other “in-kind” remuneration) may not exceed the cost of attendance. Students should contact the Office of Scholarships and Financial Aid to determine what affect accepting an Inclusion Assistant position will have on their award package.
- The University recognizes the value of reduced occupancy in staff rooms and will strive to achieve this whenever possible. It should be understood, however, that the capability to provide this option is based on building occupancy.
- Circumstances may arise that necessitate the transfer of Inclusion Assistants within the Residence Life system. Responsibility for transfer rests with the Office of Residence Life.

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- Duty schedules will vary according to the unique needs of each community; however, all Inclusion Assistants are allowed a maximum of 16 nights out of the building/semester. All Inclusion Assistants are on call as required.
- Inclusion Assistants may be issued or have access to master keys, and loss or misuse of any key may be considered cause for termination of employment.
- The University recognizes Inclusion Assistants as strong role models for all students. It is expected that Inclusion Assistants present a positive attitude and example with regard to responsible behavior and responsible alcohol use.
- Other duties as assigned. Each RD/RHD and staff may discover needs within their building that are not addressed in this job description.