

# Princeton University

## Community Associate Job Description and Application 2023-2024

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Graduate Student Affairs is seeking candidates to serve as Community Associates for the 2023-2024 academic year, August 2023 through May 2024 (CAs hired into the position will have the option to remain in the position during June and July 2024). Community Associates work together to enhance the quality of social, cultural, and intellectual life in the Graduate School community. Participation as a Community Associate is an outstanding way to meet new people, develop leadership and administrative skills, gain useful experience for your resume or C.V., explore specific academic, professional and social interests, and contribute to the graduate experience.

### **Position Description**

The Graduate School Community Associate (CA) is a part-time, live-in graduate student staff member of the Graduate School whose goal is to build community amongst graduate students and act as a resource to all residents. The CA is supervised by the Assistant Dean for Student Affairs and works collaboratively with the Assistant Director of Student Affairs and Residential Life and the Associate Dean for Student Affairs.

### **Compensation**

Community Associates will receive for AY23-24 a housing stipend of \$4000/academic year and priority in the graduate housing draw. The stipend is in addition to any research, teaching and/or fellowship awards they may hold, subject to Graduate School & University policies.

### **Job Responsibilities**

The primary responsibility of the CA is to build community through programming and event planning. To that end, other administrative duties become necessary.

#### Community Building/ Event Planning/ Programming:

- Organize, implement, and promote intellectual, cultural and social activities for graduate students and their families;
- Participate in the programming efforts of the Assistant Dean and Assistant Director in the Graduate School, student organizations and University departments;
- Create a welcoming environment;
- Be familiar with University polices and resources; refer students to appropriate resources as necessary.

#### Administrative:

- Attend a Community Associate Orientation session and planning meetings with CAs and Assistant Dean and Assistant Director;
- Evaluate activities and report to Assistant Dean on success of programming efforts;
- Assist with your designated residential community common spaces
- Manage a modest programming budget and submit required documentation to Assistant Dean;
- Assist with Graduate School events/activities (such as Orientation, Stripes, TigerFest)

### **Programming Expectation**

Depending on the size and scale of the individual program, the Community Associate is expected to implement 2 programs per month. Programs can range from small events, such as coffee breaks, to large events, such as rafting trips or trips to New York City/Philadelphia.

Program Categories: Programs are to be offered in the following categories:

1. Health and Wellness
2. Community Service & Engagement
3. Identity and Inclusion
4. Educational & Professional Development
5. Princeton Traditions & Affiliations
6. Family Focused Events
7. Social Events

Program Budget: The Community Associate will work with the GS Staff to determine the appropriate finances per event. For each calendar year, the Community Associate must work within a budget of \$1,500. CA will be expected to communicate (via email, phone, or in person) with the Assistant Dean prior to finalizing programs in order to obtain proper approval. Each CA is issued a University Travel and Expense Credit Card for use for CA events. At the end of each month CAs needs to substantiate their credit card transactions and/or submit out-of-pocket reimbursements in Concur.

Program Evaluation: Upon completion of each program, CA must complete a Program Evaluation form to provide detailed information on the outcome of the event.

### **Time Commitment**

The Community Associate position requires approximately 15 hours/month dedicated to the above responsibilities.

### **Job Requirements**

- Enrollment as a Graduate School degree candidate;
- Good academic standing (*approval from adviser is required*);
- Interest and willingness to live on-campus;
- Is responsible, reliable and a team player;
- A desire to be a part of and help enhance the Graduate School community;
- A positive attitude and a sense of humor.
- **Note to students on temporary F-1 and J-1 student visas: please be aware of restrictions on payment for work or services.** For more information, <https://davisic.princeton.edu/immigration/current-students/campus-employment>.

### **Selection Information**

Applications are due by **Sunday, January 15, 2023**. Based upon the completed application, students will be selected for a personal interview. Interviews for selected candidates will be conducted and we hope to have the selection process completed by Friday, February 10, 2023. Completed applications should be sent via e-mail to Lily Secora, [Lsecora@princeton.edu](mailto:Lsecora@princeton.edu).

### **Contact Information**

If you have any questions, please contact Lily Secora, [Lsecora@princeton.edu](mailto:Lsecora@princeton.edu).

## Community Associate Application

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Address in Princeton: \_\_\_\_\_  
Telephone / Home: \_\_\_\_\_ Office: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Department: \_\_\_\_\_ 2023- 2024 Year of Study: \_\_\_\_\_

If Ph.D. candidate, have you taken your General Examinations?  
(If yes, please note date completed. If no, please note anticipated completion date).

### References

*Please list two on-campus and one off-campus reference (one must be your adviser or Director of Graduate Studies and one may be a peer).*

1. Name: \_\_\_\_\_  
Address & Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Address & Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_  
Address & Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

I certify that the information provided in this application is complete and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Questions

*Please type the answers to the following four questions. Although your answers should be thoughtfully considered, they need not be lengthy.*

1. List and describe your reasons for applying for a Community Associate position.
2. What specific experiences have you had which you believe will serve you well in the Community Associate role?
3. Please describe how you plan to manage your time and balance your academic studies with this position.
4. List and describe three specific events/programs you would like to implement as a Community Associate.
5. We are looking for at least one CA to live at the Graduate College (meal plan will be covered). Are you interested in the CA position at the Graduate College? Yes or No