

Sunnyside Apartments Community Assistant Job Description* Cedar East and Cedar West

Resident Assistants (RA) provide interpersonal and community support for residents. RAs are instrumental in assisting, developing, and maintaining the quality of life within the diverse Sunnyside Apartments community. In cooperation with Sunnyside staff, the Resident Life team, and Resident Council, CAs assist with the operation of the apartments according to Sunnyside and University policies and procedures.

Community Assistants develop inclusive social and educational programs, provide new resident orientations, serve as knowledgeable consultants for residents concerning Sunnyside, University and community resources, facilitate active outreach with all residents, assist residents in understanding and ensuring compliance with policies and procedures, assist in the operation of apartment management in assigned areas, and participate in professional development training opportunities.

CAs are supervised by the Resident Director and/or Associate Director of Resident Life and are appointed for a term of one (1) year beginning June 1 and ending the last day of May the following year. CAs may reapply for additional one (1) year contracts, subject to approval by the Associate Director of Resident Life. CAs receive a partial monthly rent credit (\$450-900/month depending on court size). RAs must meet all Sunnyside eligibility requirements and abide by all rules, regulations and policies of Sunnyside and the University of Utah. CAs must have daily access to email and will be provided with a unique email for business purposes.

*We will be changing the name of this position from Resident Assistant to Community Assistant (CA) effective June 1, 2024.

Revised 3/2024