

Community Assistant (CA) FAQs

By being a Community Assistant, am I considered employed on campus?

Yes, the Community Assistant appointment is considered to be on-campus student employment.

How long is the position for?

The Community Assistant appointment is for a two (2) quarter term with the opportunity for re-hire for an additional appointment. Community Assistants need to be present on campus throughout the entire employment term, with limited exceptions. Community Assistants may be employed in this position for a *maximum of eight (8) quarters /4 appointments total*.

How do I apply?

During active recruiting periods (which occur twice a year generally in the Winter and Fall Quarters) the Community Assistant position application can be found by visiting UCSD's Handshake website at <https://ucsd.joinhandshake.com>. Additional information regarding position vacancies and application deadlines can be found in the weekly HDH CONNECT Newsletter that is sent to residents of Graduate and Family Housing via email. Please contact hdhconnect@ucsd.edu for additional questions.

How many positions will be available for next year?

Availability varies on the needs per community.

I am working part-time for my department while I am a full-time graduate student. Can I still apply to become a Community Assistant?

The Community Assistant appointment would count toward the hours you work per week. Students (international and domestic) are not allowed to work on campus for more than 19 hours per week. If you have more than one appointment on campus, you should not work more than 19 hours per week in total for both appointments together.

However, exceptions have been given to domestic students only. If you are a domestic student, you may need to obtain a letter of exemption from your academic graduate department before you can be employed by HDH (Housing*Dining*Hospitality). Please contact your academic graduate department for more information.

What is the time commitment per week for the Community Assistant position?

The position is a 10 hour per week commitment.

How do I know if my academic schedule aligns with this position?

When considering whether to apply for the Community Assistant position, please consider the following expectations for schedule availability:

- 10 hours per week
- Evening and weekend availability for programming required
- Re-occurring supervision meetings between the hours of 8:00am-4:30pm

Carefully consider the demands of your degree program, including class schedule, lab hours required, schedule limitations, etc. and how those academic demands may impact the number of hours or events that you will be expected to coordinate as part of your typical Community Assistant job duties.

Can I apply for the Community Assistant if I am an international student?

As an international student, you may apply for the Community Assistant position only if you are here on a visa which allows you to be employed in the U.S. There is more than one type of student visa and the employment rules vary slightly according to the visa type (J-1, F-1, M-1). If you have questions regarding your eligibility to work in the U.S., you should contact the International Faculty and Scholars Office to determine your employment eligibility status (more information here: <http://ifso.ucsd.edu//index.html>).

Upon hire, international students are required to complete required documentation to verify both their eligibility to work in the U.S. and their identity.

If you are working somewhere on campus, you are not allowed to work for more than 19 hours/week for all positions. Please consider this before you apply for the Community Assistant position.

Is the Community Assistant compensation in the form of payroll?

The stipend part of the compensation is paid through payroll. The housing part of the compensation is paid in the form of housing credit for the CA's single space.

I plan to live in a graduate housing community but may be going on short trips during the time period. Would this be considered acceptable for the position?

This depends on the frequency and the length of the trip. Going on trips during holidays and/or going on short trips that do not hinder your performance as a Community Assistant is acceptable. However, time away from campus for internships or personal reasons must not be longer than two consecutive weeks at a time for a maximum of no more than two occurrences.

Additionally, there are important dates on which all Community Assistants are required to be present. If your trip(s) fall on those dates, your ability to do your job as a Community Assistant will be seriously affected. We usually provide these dates in advance for the entire year, and the dates are considered a job requirement. Dates can be subject to change.

My housing contract expires before the Community Assistant position ends. Can I still apply for the Community Assistant position? If I apply and I am accepted, can I stay in the apartment longer?

One of the requirements to qualify for the Community Assistant position is to be a current resident or in receipt of an offer for HDH Graduate and Family Housing for the duration of the position. If your housing contract expires before the Community Assistant position ends, you do not qualify to be a Community Assistant.

Can I apply if I am subleasing?

No, this position is only for current residents or individuals in receipt of an offer for HDH Graduate and Family Housing for the duration of the position. Individuals who are currently subleasing are not eligible.

Can spouses of graduate students apply for the position?

No, you must be a UCSD student enrolled full time in a graduate degree-granting program.

I am a full-time graduate student living in an on-campus graduate community. My spouse/partner is living with me, but they are not full-time graduate student. Can we apply together as a team?

No, the Community Assistant position is vacant for one person. Upon hire, Community Assistants are responsible for their job requirements.

Is the Community Assistant position open to postdocs living on campus?

No, postdocs are not eligible for the Community Assistant position.

Is the Community Assistant position open to undergraduates living on campus?

No, undergraduates are not eligible for the Community Assistant position.

I live in La Jolla Del Sol am I eligible for a Community Assistant position?

No, only the following Graduate and Family Housing communities have Community Assistants: Mesa Nueva, Nuevo West, Nuevo East, Mesa, One Miramar Street, and Coast.

What is the difference between the Resident Assistant and Community Assistant position?

Both Community Assistant and Resident Assistant positions participate in the development of a positive and engaged communities. The Community Assistants are responsible for planning and hosting programs that residents want and need. Unlike typical Resident Assistant roles, Graduate and Family Housing Community Assistants do not serve on-call, respond to resident emergencies, or conduct community rounds.