



## OFF-CAMPUS ASSISTANT

---

*The Off-Campus Assistant (OCA) is a volunteer Residence Life position serving directly under the Off-Campus Director and the Deans. Off-Campus Assistants are chosen each year to serve the commuter population at TMU by facilitating community and service among themselves and connecting them to the larger student body on campus.*

### How do I know if being an OCA is right for me?

An OCA should be characterized by an **evident pursuit of Christlikeness** in both word and deed, a **pattern of humility, faithfulness, and teachability**, a growing expression of **selfless service**, an **eagerness to lead**, and a blend of **creativity, flexibility, and initiative** in programs and relationships.

### What are the OCA's responsibilities?

- Cultivate unity among the commuters through envisioning and organizing commuter events and facilitating service opportunities
- Connect commuters to the campus community through frequent communication of announcements for on and off-campus events and activities (i.e. newsletter, email blast, sign posting, text messaging, etc.) and by acting as a liaison between Residence Life and the commuter student population
- Initiate opportunities with commuter students that would facilitate relationships characterized by mutual encouragement and care for one another
- Participate in the weekly gender-specific TMU Off-Campus Small Group, helping to co-lead under your respective Off-Campus Director
- Assist in commuter-related administrative tasks and oversight of the Off-Campus Lounge
- Meet biweekly with your Off-Campus Director for encouragement and leadership/personal development; meet regularly with your dorm team
- Attend August training retreats and Week of Welcome (WOW)
- Attend all training meetings September through April
- Complete summer preparation assignments

### How many hours will this commitment involve?

- The OCA position is an average of 5 hours per week.

### Is this a paid position?

- No, this is a volunteer position.

### Are you ready to apply?

- Go to Go to [www.masters.edu/student-life/leadership](http://www.masters.edu/student-life/leadership) to submit your application by the deadline.
- Talk with your current RD/Off-Campus Director about this opportunity.
- Be prepared for any follow up with the Deans and RDs.