

The Community Assistant (CA) is a role model and a student leader who must have the highest standards of personal conduct.

Jump-start your career before you graduate.

Your adventure starts here. As a Community Assistant, you can learn and earn as part of a passionate team committed to your success. Develop your leadership skills. Make a difference in your community. Build real-world experience. Maybe even discover your dream job.

Community Assistant- Oakridge

We are seeking driven students with entrepreneurial spirits looking to begin their career today. Our Community Assistants are the primary facilitator in providing our prospective residents and parents, and our current residents and parents with a dynamic and enhanced leasing and living experience. This position heavily emphasizes excellent customer service and a dedication to our basic operating standards and procedures at Oakridge

The core of Oakridge culture involves everyone being fully invested in everything that we do down to picking up the smallest piece of trash. No matter their position or duration at any given property, everyone picks up trash.

To be successful in this position, you should have:

- A high school diploma and diploma in progress from an accredited college or university like Utah State University.
- The ability to participate in all staff training and orientation which may include evenings, weekdays, and/or weekends
- A desire to develop your leadership, problem solving, and conflict resolution skills
- A desire to impact your community with marketing strategy and vision
- The ability to act as customer relations liaison for residents, prospective residents, and parents
- CAs must be current students, have lived in a student housing environment for at least one semester, and hold a GPA of 3.0 or better.

Oakridge office –
Your application is awaiting you.

What is a CA?

Triton Investments is an industry leader with years of experience in student housing. Triton Investments provides property management, consulting, acquisitions, and development with the goal of creating successful student housing communities. The Community Assistant (CA) position is not just any part-time student job. Our CAs are customer service experts. They are coaches, crisis managers, marketers, relationship-builders, conflict resolvers, event planners, and mentors. This is a career builder and a life changer (for you and our residents). The rewards are great, and the expectations are high — our CAs are members of the management team for a multimillion-dollar operation and have an impact on the lives of hundreds of residents every day.

This job is not for everyone. CAs work hard to gain skills and experiences that no other job can provide. They are a critical part of a team and make an impact every day.

Who are we looking for? Hint: People who share our values.

Integrity. Do you want to make your parents proud? We live the Golden Rule, trying always to do the right thing. Do you have the ability to work well under pressure and prioritize multiple projects while remaining focused on the level of service you deliver — all while juggling numerous deadlines? If so, you'll rock this!

Intelligence: The right experience matters as you create experiences for your fellow students and serve as a leader of peers. CAs must be current students, have lived in a student housing environment for at least one semester, and hold a GPA of 3.0 or better. We believe that learning is a lifelong endeavor, and we strive to stay ahead through innovations. The position requires a great deal of time and energy. CAs are expected to put academics first and this job second.

Passion: What's more important than experience is an upbeat, friendly demeanor. A passion for how the work you do impacts those around you! At Oakridge, our core value of passion means we desire to do our best, and we never, ever give up! Slackers need not apply.

Mojo. Are you motivated and possess the ability to make a difference and deliver world-class customer service? If so, we want to talk to you. At Oakridge, we attract and charm others through our success and outlook on life. We take our work and our communities, but not ourselves, seriously!

What will you be doing every day?

As a Community Assistant, you are on the front lines of selling and delivering the Oakridge experience! The fundamentals of what you do fall into five key areas:

Lead and Communicate: You must be a communication and leadership ninja! You are the face of the experience. We trust you to build and coach a great team, and communicate with important stakeholders like residents, guarantors, teammates, and the university.

Plan the Work/Work the Plan: To make all of this work, you will execute the management and marketing plans, as well as coordinate and participate in the experience. In case of an emergency, it's all hands-on deck to execute our emergency preparedness plan.

Heads on Beds: In order to provide amazing experiences to our residents, we have to get them in the door! This includes understanding your market, marketing and leasing, customer service, and residence life.

Collect Rent/Pay the Bills: This is a multimillion-dollar operation – everything has a budget. Keep those dollars in mind when planning events; suggesting community improvements; and using equipment, supplies, and materials. Materials and equipment don't magically show up!

Preserve the Asset: Maintaining the physical asset is a fundamental aspect of this role. Put your ninja skills to work when serving on call. You'll need to kick butt at participating in the notorious process student housing calls "turn – white glove". If you read this far and you want to join us on our mission to lead the world in creating financially successful communities, we want to meet you! Are you ready to achieve your potential while serving and inspiring others to do the same? Join us in pursuing our purpose: To serve and inspire our employees and residents to achieve their full potential.



COMMUNITY ASSISTANT APPLICATION

BEFORE COMPLETING THIS APPLICATION, PLEASE READ THE FOLLOWING:

All Community Assistant applicants must first be admitted to Utah State University or other technical institutions to be considered.

A COMPLETE APPLICATION PACKET INCLUDES:

1. APPLICATION FORM
2. COVER LETTER WITH RESUME
3. TWO (2) LETTERS OF RECOMMENDATION
4. VIDEO ESSAY ANSWERING:
 - “WHY YOU WOULD LIKE TO BE A OAKRIDGE **COMMUNITY ASSISTANT?**”
 - “WHAT YOU FEEL YOU CAN CONTRIBUTE TO THE **COMMUNITY ASSISTANT PROGRAM?**”

QUALITIES A COMMUNITY ASSISTANT SHOULD POSSESS:

- A social personality with the ability to interact well with people from diverse backgrounds.
- The ability to communicate clearly with prospective residents in various situations and provide professional customer service.
- Computer skills efficient for data entry, marketing design, email communication.
- Ability to maintain good working relationships with management and staff.
- A motivation to help management and staff promote the property to future students’ residents.
- A willingness to plan and participate in special events such as open houses, service projects, high school visits, college fairs, Ambassador activities, & property events.

PERSONAL INFORMATION

LAST NAME: _____ FIRST NAME: _____ MIDDLE INITIAL: _____

PERMANENT MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CELL PHONE : (____) _____ HOME PHONE : (____) _____

E-MAIL ADDRESS: _____

CURRENT SCHOOL ATTENDING: _____

YEAR IN COLLEGE: _____ FRESHMAN _____ SOPHOMORE _____ JUNIOR _____ SENIOR