



Job Description

JOB TITLE: Community Leader

Exempt (Y/N): Yes

SALARY LEVEL: see compensation section

SHIFT: Days, evenings, and weekends

LOCATION: University Housing

EMPLOYEE NAME:

PREPARED BY: Jennifer Sotzen

APPROVED BY:

APPROVED BY:

JOB CODE:

DOT CODE:

DIVISION: Division of Student Affairs

DEPARTMENT: University Housing

SUPERVISOR: Residence Hall Coordinator

DATE: 10/20/2008

DATE:

DATE:

SUMMARY: The Community Leader is a student staff member of the Office of University Housing within the Division of Student Affairs. Community Leaders are members of a team who are responsible for fostering an environment that supports the academic goals of Lawrence Technological University and individual students. They serve as a liaison to students to University offices and services. Community Leaders are charged with the development of positive and safe communities where students feel welcomed and a sense of belonging.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned. Duties and responsibilities are represented in five functional areas:

Community Building:

Work with community members to create a living and learning community that promotes academic growth, personal responsibility and community accountability through activities, meetings, programs, and intentional one-on-one conversations.

Implement social, educational, and informational activities and opportunities as determined in your community development plan in conjunction with your Residence Hall Coordinator. This plan must include interactive, active, and passive methods.

Set community standards with your floor including a floor GPA goal, acceptable behaviors, and approaches to conflicts.

Be a role model and peer education to residents in both academic and personal matters.

Encourage leadership development through residents' participation in campus groups, organizations, activities, and programs.

Provide guidance and support as a role model for appropriate behaviors as a responsible community member.

Work cooperatively with students to ensure an environment on the floor or building area that displays respect for the rights and privacy of others and promotes consideration of individual needs in a group living environment.

Demonstrate appreciation of differences and assist students in developing an understanding of diverse cultures and lifestyles. Respect and treat all individuals fairly and equitably by being open and understanding of diversity issues, specifically as they relate to culture, ethnicity, sexual orientation and other areas.

Resource and Referral Agent:

Be available to residents as a resource, providing residents with information regarding University activities and events through individual contact and posting signs and announcements.

Provide support for University mediation procedures in roommate and/or community conflicts through facilitation of roommate meetings and referring students as appropriate.

Demonstrate a working knowledge of campus agencies, their services and functions, in order to provide academic and personal support.

Act as a source of conflict resolution.

Policy Enforcement:

Know, communicate, enforce, and abide by existing University and Residence Hall policies and procedures.

Know and implement all administrative, emergency, and operational procedures.

Know University and community resources and make appropriate referrals.

Keep your Residence Hall Coordinator informed about all problems and concerns on the floor.

Maintain appropriate confidentiality while working in coordination with University staff.

Administrative:

Complete all assigned administrative tasks in a timely and accurate manner.

Ensure the delivery of crucial information and materials to residents from the University Housing Office.

Assist with departmental initiatives such as the facilitation of fire and tornado drills.

Complete all required Apartment Condition Inventories, damage assessments, and resident check-in and check-out appointments.

Assist the Campus Facilities staff in identifying facilities in needs of repair or attention.

Participate in University, departmental, and building activities as assigned.

Actively participate in the Community Leader selection process for the hall staff for the next academic year.

Information Desk:

Community Leaders must work 2 hours/week at the information desk in their assigned building as part of their 15 hours/week.

Keep the information desk area neat, organized, and professional.

Service students, in a courteous manner, who approach the information desk with requests or needs.

Answer telephone and record messages as directed. Forward messages to the proper person in a prompt manner.

Complete mail forwarding procedures as needed, as well as logging packages daily.

Check out recreational equipment, movies, games, carts, vacuums, etc., as requested.

Maintain accurate information desk logbooks and files. Update as assigned.

Monitor and report recreational equipment and supply needs.

Issue lockout keys to students through established procedures.

Report lost keys and record the receipt of new keys.

Keep an updated list of room assignments and room changes.

Keep an updated list of student phone extensions.

Keep an updated package log and record all packages received and distributed during their shift.

Assist students in retrieving their print job from the network printer.

Assist students in filling out a work order and inform the Residence Hall Coordinator, University Housing Office or the Community Leader on duty in case of a maintenance emergency.

Answer questions, provide resources, and general information to students and building guests.

Monitor lobby area of the building and report any policy violations to the building Residence Hall Coordinator and/or the Community Leader on duty.

Respond to all calls received at the desk concerning an emergency, contact the appropriate personnel and communicate the concern to the building Residence Hall Coordinator and/or the Community Leader on duty.

Assist in arranging room tours for the Admissions Department, and/or prospective students as requested.

Assist the building Residence Hall Coordinator with lounge reservation requests.

Complete special projects as directed by the building Residence Hall Coordinator, the Senior Desk Receptionist, and the University Housing Office.

Complete other duties as assigned by the building Residence Hall Coordinator, Senior Desk Receptionist, or the Director of Residence Life.

Training and Development:

All Community Leaders must participate in student staff training, which begins on the Sunday two weeks prior to the first year student move-in day.

All Community Leaders must attend staff meetings, in-services, retreats, training dates as required by the University Housing Office.

Academic Requirements:

Must have completed 30 credit hours before serving as a Community Leader; students who have completed 60 or more credit hours are strongly desired.

Must have a cumulative GPA of 2.50 or above, and must maintain a cumulative GPA of 2.50 or above while employed as a Community Leader.

Must carry a minimum of 12 credit hours unless completing their final semester and may not carry over 17 credit hours. Exceptions may be made on a per case basis with the approval from the Residence Hall Coordinator and the Director of Residence Life.

Must have at least one academic year of residence in University Housing at Lawrence Technological University.

Must not currently be on disciplinary probation under the terms of the Student Code of Conduct, nor have a civil judicial record.

Time Commitments:

Community Leaders must participate in the residence hall move-in and move-out process.

Community Leaders must remain on campus until 8:00 a.m. the day after classes conclude for any break.

Community Leaders must return to campus by 12:00 p.m. (noon) on the Friday before classes begin for the Spring semester for the winter retreat.

Community Leaders must return to campus no later than 6:00 p.m. on the day before classes resume from all other breaks, unless otherwise noted.

This position is approximately 15 hours/week, with many of these hours being in the evenings and weekends.

Community Leaders must work 2 hours/week at the information desk in their assigned building as part of their 15 hours/week.

Community Leaders must participate in an “on duty” rotation (weekdays and weekends) for their building.

Community Leaders may request to be away from campus for 8 nights per semester. These requests must be approved in advance by the Residence Hall Coordinator. At no time may more than ½ of the building staff be out of the building. Requests to be away from campus during fall training will be approved for emergencies only and if approved will count towards the 8 nights allowed for the fall semester.

Meet weekly with the Residence Hall Coordinator.

Additional Time Commitments:

Community Leaders may not accept additional time commitments during the employment period unless approved in advance by the Residence Hall Coordinator; additional time commitments include other forms of employment, co-ops and internships, membership in a campus organization, and any other activity that could potentially infringe on the time dedicated to serving the residents as a Community Leader.

If additional employment and/or time commitments are permitted by the supervisor, they may not exceed 15 hours per week total. A Community Leader may hold another on campus student employment position for 5 hours per week.

A newly hired Community Leader will not be permitted to hold another form of employment during the first ten weeks of employment as a Community Leader.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High School diploma, or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent, and to draw and interpret bar graphs.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret and apply common sense in a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES: Computer knowledge using word processing (Microsoft Word preferred), e-mail, spreadsheets, typing skills, strong organization skills, excellent communication skills, both written and verbal, (must be able to communicate with a variety of individuals of various ages and backgrounds), record and data management experience, tact and diplomacy.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

COMPENSATION: Community Leaders receive a free single apartment for the duration of their employment appointment as long as they are satisfactory completing their requirements. Community Leaders receive a stipend of \$2250 paid over the course of their employment. Community Leaders also receive \$125 in café cash each semester of employment.

This position may affect Financial Aid Status. The student is responsible for checking with the Financial Aid Office to determine the impact this position may have on any Financial Aid package.