Community Coordinator
Position Description 2013-2014

The Residence Life Mission

Partnering in the education of our resident students, the Residence Life Staff fosters purposeful community, life-changing learning and holistic development in a Christ-centered environment.

Overall Function

Community Coordinators are paraprofessional members of the Residence Life Staff Team. They are primarily responsible for oversight of the hall/area front desk operations. They also assist the staff team as needed with preparing the hall/area for the arrival of students, with rounds and duty responsibilities in a hall/area, or with programming efforts for a hall or area.

Duties & Responsibilities

Facilitate interaction among residents for the purpose of creating community

1. Initiate contact, make introductions, and stimulate conversation and activities among residents of the hall/area.
2. Cover 1-2 desk shifts each week and 2 weekend desk shifts each semester; substitute for other shifts as needed
3. Collaborate with staff team in planning and implementing mission and growth-oriented programs and activities for hall/area residents following guidelines outlined in the Residence Life Manual.
4. Encourage attendance at chapel and church services. The CC should attend these services on a regular basis and invite hall/area residents to attend with him/her.
5. Coordinate and maintain a calendar of events for the hall/area, collaborating with all hall/area leadership staff.
6. Create a front desk area that serves as an information center for hall/area residents.

Supervise front desk personnel

1. Post openings for front desk workers with the Student Payroll Coordinator.
2. Select front desk workers through application and interview process.
3. Process Work Authorizations and timecards as directed by Student Payroll Coordinator.
4. Train desk workers prior to or during their first scheduled shift.
5. Plan and lead regular desk worker meetings for the purpose of relaying information, scheduling, planning and programming.
6. Create desk worker schedules establishing regular hours and covering all periods when the residence hall/area is open to students.
7. Provide accountability for all desk workers, communicating all policies and expectations and responding appropriately when they are not met.
8. Conduct Desk Worker evaluations between fall and Thanksgiving Breaks.

Manage hall/area front desk operations

1. Prepare the front desk and common areas for the arrival of students to campus in the fall.
2. Ensure counting of petty cash at the beginning and end of each desk worker shift and securing of cashbox when desk is closed.
3. Ensure deposits of revenue are regularly made into correct hall/area agency fund.
4. Purchase items to make available to residents for purchase from the front desk, maintaining compliance with University agreements and contracts, and properly submitting all related receipts and documentation.
5. Maintain accurate financial records and ensure readiness for announced or unannounced audits conducted by the University Business Office.
6. Maintain inventory records.
7. Create and maintain checkout system for all items available to be borrowed from front desk. (games, pots/pans, cleaning supplies, recreational equipment, etc.)

Assist residents in integrating academic and co-curricular life

1. Model the habits and lifestyle of a successful student, attending chapel consistently, maintaining a 2.5 GPA, and remaining in good standing with the university at all times.
2. Keep residents informed of co-curricular activities and encourage their participation.
3. Be a knowledgeable consultant, resource person, and referral agent for university services such as The Center for Student Success, Health Center, Housing Operations, Pioneer Food Service, etc.
4. Seek opportunities to involve faculty in residence hall/area activities and programs.

Interpret and ensure compliance with University rules and regulations

1. Model high standards of personal conduct that reflect integrity, responsibility, and good judgment at all times.
2. Enforce, fairly and consistently, University and Residence Life polices as contained in the Student Handbook by confronting and reporting all violations or behavioral concerns to the Resident Director.

Assume responsibility for proper use and physical condition of facilities

1. Ensure that all maintenance and housekeeping needs of common areas (desk, lobby, kitchen, etc.) are reported promptly to Facilities Services.
2. Assist with the opening and closing of the residence hall/area throughout the year, arriving on campus prior to the opening of the hall and remaining on campus until the hall is closed preceding a vacation period or at the end of the year.
3. Complete front desk inventory prior to resident arrival, and assist with the administration of the check-in and check-out procedures for student rooms.

Participate and contribute as a member of the Residence Life Staff team

1. Attend and participate fully in all Residence Life training and pre-service sessions.
2. Attend regular hall/area staff meetings and covenant times as directed by the Resident Director.
3. Meet regularly with the RD supervisor to receive direction, support, and accountability.
4. Actively support and collaborate with other hall/area student leadership.
5. Provide duty coverage on a rotating basis, completing rounds and being available in the hall/area as directed by the Resident Director.
6. Complete weekly reports, surveys, and assigned paperwork in a thorough, timely manner.

Perform other duties as requested by the Resident Director and the Student Development Office

Employment & Training Dates

Wednesday, March 20, 2013	7:00-9:30pm	Kick Off
Friday-Saturday, March 22-23, 2013	RD Discretion time together as a staff	
Wednesday, August 14, 2013	before 5:00pm	CCs return to campus
Thursday, August 15, 2013	8:00am	CC Orientation & Training begins
Wednesday, November 27, 2013	noon	CCs leave for Thanksgiving Break
Sunday, December 1, 2013	1:00pm	CCs return to campus
Saturday, December 14, 2013	5:00pm	CCs leave for Christmas Break
Friday, January 3, 2014	5:00pm	CCs return for Spring Semester
Saturday, March 1, 2014	noon	CCs leave for Spring Break
Sunday, March 9, 2014	1:00pm	CCs return to campus
Thursday, May 1, 2014	noon	CCs not employed for May Term leave for Summer Break
Thursday, May 23, 2014	noon	CCs employed for May Term leave for Summer Break

Qualifications

1. The CC must have and maintain a cumulative GPA of 2.5 or higher.
2. The CC must be a full time student in good standing with the university in regard to chapel attendance, payment of parking tickets, and full and satisfactory resolution of any student conduct violation.

Compensation (Stipend & Benefits)

1. CCs are compensated for their work through a stipend (amount below) paid every other week throughout the academic year.

First year CC stipend:	$3800
Returning CC stipend:	$4200

2. RAs/CCs and their chosen roommates (with the exception of Bowman House, Beckett Eastside, and South Hall Complex Eastside, where CCs must room with hall leadership) will be assigned to a room prior to room selection in the spring.

Conditions of Employment

I understand that the Community Coordinator position is expected to be my primary extracurricular priority in the 2013-2014

academic year and that additional paid employment must be limited to 10 hours/week. Permission for additional employment and any other commitments and involvements must be given in advance by the Resident Director of my assigned hall/area. In addition, in signing this contract, I am committing to a full academic year (Fall & Spring Semesters) of employment.

I understand that my work, attitude, and spirit will be evaluated and reviewed periodically. Should it be determined that I am not effectively fulfilling the duties of this appointment, the Office of Residence Life reserves the right to cancel this agreement.

I understand that any Community Coordinator whose cumulative GPA drops below 2.5 will be subject to dismissal. I also understand that it may be necessary for the Department of Residence Life to reassign any Community Coordinator to another position.

I understand as an employee of Indiana Wesleyan University that I am privileged to confidential and critical information, and therefore pledge to “do the University no harm” while I am an employee. This constitutes refraining from making derogatory written or oral comments that will hinder the effectiveness of the institution.

I understand that Residence Life student employment is contingent upon being enrolled in a minimum of 6 credit hours at Indiana Wesleyan University. Students dropping below the 6 credit hour minimum during their employment will be asked to step down from their position and move out of the residence area.