



## **Community Coordinator Job Description**

### **Basic Functions**

The Community Coordinator is live-in undergraduate or graduate student staff member in the Department of Residence Life. The Community Coordinator is responsible for assisting students with personal and academic concerns in Owen and Van Hoosen Halls. The Community Coordinator has primary responsibility for assisting in the development and implementation of educational and social initiatives for residents. Additionally, the Community Coordinator shares duty coverage, initiative development, response to student concerns, and administrative responsibilities with other Community Coordinators.

### **Student Contact**

1. Establish and maintain on-going contact with the community members of Owen and Van Hoosen Halls.
2. Provide personal and academic support for students including making referrals to campus resources.
3. Maintain visibility with students within the community by keeping some week nights and some weekends available.
4. Be approachable and responsive to student concerns.
5. Communicate information through bulletin board postings, floor meetings, and student government meetings.

### **Community Development**

1. Encourage the development of a civil and respectful community environment.
2. Develop an environment that is inclusive of the diverse groups of students residing in the community.
3. Address student behavioral issues, physical and/or emotional health, conflicts, and safety concerns.
4. Promote involvement in campus and community events.

### **Educational and Community Initiative Development and Implementation**

1. Work collaboratively with staff assigned to assist with the development and implementation of initiatives including: planning, promotion, management, implementation, and assessment of educational and social initiatives.

### **Duty Coverage**

1. Participate in evening and weekend duty coverage (3-4 weeks/semester) for the Owen and Van Hoosen Halls (must remain in the building). Duty coverage includes: Monday through Thursday shift coverage, 5:00 p.m. - 8:00 a.m., and Friday 5:00 p.m. through Monday 8:00 a.m.
2. Address, respond, and report student concerns, including inappropriate behaviors and mental health concerns.
3. Duty for Owen and Van Hoosen is inclusive of University Holidays: Labor Day, Thanksgiving, Christmas and New Years, Spring Break, Easter, Memorial Day, and the 4<sup>th</sup> of July. Winter break coverage is 24 hours/7 days a week.

### **Administrative Responsibilities**

1. Attend meetings and trainings as assigned, including: August training, continuous on-going staff development/trainings, regular staff meetings, regular one-on-one meetings, and departmental trainings/events.
2. Communicate (verbal and written) building activity and student incidents with the Complex Director as directed.
3. Work in collaboration with Owen/VH staff members and Owen Government Association.
4. Support University and Dept. of Residence Life policies, regulations and procedures.
5. Assist in the selection and training of Owen/Van Hoosen Residence Life staff.
6. Complete administrative responsibilities in a thorough and timely manner. Administrative responsibilities are inclusive of judicial complaints, duty logs, scheduling changes, educational and social initiative arrangements, communication with a supervisor, etc.
7. Other duties as assigned by supervisor.

### **Supervision Received**

The Community Coordinator is supervised by the Complex Director of Owen and Van Hoosen Halls. Regular communication with the Complex Director occurs through daily written and verbal communication, weekly supervision meetings, staff meetings, etc.

### **Physical Effort**

Mildly disagreeable working conditions involve working in an environment with limited privacy and noise. Staff must frequently respond to situations throughout the hall/complex at any time of the day and night. The job requires moderate physical effort when responding to emergencies.

### **Conditions of Employment**

1. The Community Coordinator must be enrolled in a degree-granting program at Michigan State University. The Community Coordinator, at time of hire, must have a minimum of a cumulative GPA of 2.75 (MSU undergraduate student), 3.00 (MSU graduate student), or 2.00 (Law student). Staff not able to maintain the minimum GPA requirement will be placed on probation for one semester. If the staff member is unable to meet the minimum GPA requirement at the end of the probation semester, the employee will not be able to continue in the position.
2. The Community Coordinator may not student teach, hold internships, practicums, or have significant work commitments without previous permission from the Complex Directors.
3. Undergraduate student—must have completed 56 MSU credit hours by the end of the Spring Semester 2008 (not applicable for non-traditional students). Non-Traditional Student encouraged to apply.
4. Undergraduate student--Lived in a MSU residence hall for ONE semester (summer excluded).
5. Graduate Student--Must have lived in a residence hall (MSU or another University/College) for ONE semester (summer excluded).
6. Staff must be available to work approximately 15 hours per week (mainly evenings & weekends).
7. Available to attend weekly staff meetings on Thursdays from 3p.m.-5p.m.
8. Available to work during the winter break.
9. Flexible class schedule—able to keep some weekends and week nights available.

### **Appointment and Remuneration**

1. The Community Coordinator position is for the period of December to May.
2. Reappointments will be made based on availability of positions, a satisfactory performance evaluation, and non-probationary employment status.
3. Remuneration is a single designated room and allowance for meals in Owen Hall for each semester of appointment (except during the winter break).
4. Eligible up to 21 vacation days per year. Vacation time does not roll over.

Community Coordinator Job Description Updated 11/08