
COMMUNITY COORDINATOR

General Description:

The Community Coordinator is a part-time, 10-month position. The Community Coordinator reports to and is under the direct supervision of the Residence Hall Director. The Community Coordinator ensures delivery of essential student services through management of the hall desk operations. Additional responsibilities of the Community Coordinator are assisting with committee advisement, personal advising and consultation, policy enforcement, administrative tasks, critical and emergency situation management, and serving in a daily on-duty rotation with other Community Coordinators. Community Coordinators will aid in the training of Student Staff and have an advisory role in their development of academic and social communities. Community Coordinators must be in good standing with the University, both academically and through the student conduct code.

A. Staff and Student Development/Personnel Management:

- Oversee all hall desk operations including supervision, training, progressive discipline, evaluation, and ongoing assistance of Hall Desk Associates, Mail Clerks, and Night Monitors.
- Ensure quality service delivery to residents through oversight of hall desk operations and on-going training with staff. Services include mail and package delivery, equipment rental, lockout checkout, lost key assistance, room move assistance, and general information assistance.
- Manage the work schedule, clearance operation, and timecard approval for all hall desk employees.
- Work with Student Staff to train them on key hall desk operations.
- Oversee coordination of the Student Staff duty schedule.
- Conduct monthly individual meetings with all Student Staff for one-half hour to mentor and assist in community development ventures.
- Work with Hall Director and Central Staff to provide regular evaluation, training opportunities, goals, and objectives for all Residence Life programs and staff.
- Attend scheduled 1:1s and supervision meetings with the Hall Director.
- Assist the Hall Director in conducting weekly staff meetings with Student Staff, and conduct these meetings in the HD's absence.
- Participate in coordinating and facilitating the work of at least one departmental committee.

B. Hall Community Supervision and Development:

- Provide effective mentorship to Student Staff members in their responsibilities of overseeing and developing an educational and social community within the residence hall and apartment communities.
- Assist in room changes for students by preparing new key packets as directed and processing room change paperwork.
- Work with students in distress and make referrals to on-duty Hall Director and counselors as needed.
- Conduct weekly rounds of building at least once a week to promote visibility within the residential community.
- Be available and responsible for rotating daily shifts of on-call duty with other Community Coordinators to respond to facilities matters and lower-level concerns from students.
- Develop a visibility plan for purposeful engagement with residents to build rapport and fully understand the communities with the residence halls and apartment facilities.
- Work with hall staff, the Department of Public Safety, the University Counseling Services, the Vice President for Student Affairs, and other involved entities regarding critical and emergency situations, and make appropriate follow-ups and referrals.
- Enter documentation for incidents by noon the following day, and email appropriate staff members as directed.

C. Fiscal and Facilities Improvement:

- Conduct weekly rounds of the building to continually create a safe and comfortable living environment for the residents.
- Report any identified concerns to Facilities, DPS, or Residence Life Central Office as needed
- Maintain regular contact with supervisor, supervisees, other departments, and appropriate personnel and faculty to ensure that the Residence Hall functions effectively.
- Visit Res Life office each weekday to retrieve personal and professional mail.

D. Professionalism and Professional Development:

- Ethical, legal, and professional conduct and behavior in compliance with University and Student Affairs policy and procedures is expected at all times.
- Keep abreast of University events that will have an impact on their residential community.
- Assist with developing and presenting training programs for Student Staff and hall desk staff.
- Actively participate in Residence Life staff and professional development meetings.
- Actively participate in or oversee Residence Life committees as assigned.
- Represent Residence Life at hall programs, University visit days, and special weekends as requested.
- Be personally committed toward developing as a person and as a professional.
- Attend professional development sessions set up for Residence Life professional staff members.

E. General:

- Schedule, post and keep office hours each week as established by the hall director.
- Assist Hall Director with oversight of the day-to-day functioning of the Residence Halls.
- Have daily contact with the Residence Life central office.
- Attend Residence Life staff meetings scheduled once a week.
- Maintain and update assigned continuity reports for halls and committees at the end of the academic year.
- Attend and engage in regular evaluations with supervisor.
- Other duties as assigned.

F. Staffing Dates

CC Move-In	As early as Friday, 7/17/20
CC Training	Monday, 7/20/20 - Friday, 7/31/20
SA Training	Monday, 8/3/20 - Tuesday, 8/11/20
Truman Week	Wednesday, 8/12/20 - Sunday, 8/16/20
Released for Thanksgiving Break	Friday, 11/20/20
Released for Winter Break	Monday, 12/14/20 once duties are completed
CC Training	Tuesday, 1/5/21 -Wednesday, 1/6/21
SA Training	Thursday, 1/7/21 - Saturday, 1/9/21
Released for Spring Break	Friday, 3/5/21
Released for Summer	Tuesday, 5/11/21 once duties are completed
CC Must Checkout Date	Monday, 5/17/21

G. Break Duty Dates

Labor Day Weekend	Friday, 9/4/20 - Monday, 9/7/20
Fall Midterm Break	Wednesday, 10/14/20 - Sunday, 10/18/20
Martin Luther King Day	Friday, 1/15/21 - Monday, 1/18/21
Spring Term Break *	Friday, 4/2/21 - Monday, 4/5/21

* Break compensation of \$25 per day (\$45 for the Sunday of Spring Term Break). Staff working breaks without meal service will receive a personal meal advance to be spent on meals.