

Community Leader Mentor Agreement – 2022-2023 Academic Year

I, _____, accept the position of Community Leader (CL) for the 2022-2023 academic year. By electronically signing below, I indicate that I understand the following and agree to participate in all aspects of training and preparation for this position.

To accept this position, this electronic document must be signed by **Monday, April 25, 2022**.

Community Leaders will be contacted by the current Residence Hall Director (RHD) for the hall they have been assigned.

I understand that at any point before or during my appointment as a CL, any additional involvements or activities (i.e. joining a club or Greek organization, getting a part time job, taking more than 18 credits, etc.) must be approved by my RHD (See Extra Commitments Request Form for more information).

Community Leader Position Description

PURPOSE

The Community Leader (CL) serves students in one of Baylor's residential communities by exemplifying and implementing the policies and values of Campus Living & Learning. The CL provides leadership by fostering community and cultivating relationships, mentoring residents, and facilitating learning through efforts that integrate aspects of cultural humility, faith development, intellect, self-advocacy, and living life together.

CHARACTERISTICS AND QUALIFICATIONS

A successful Community Leader will exhibit the following characteristics:

1. Good time-management
2. Organizational and administrative skills
3. Exceptional judgment
4. Strong ability to manage multiple tasks
5. Willingness to receive constructive criticism
6. Personal awareness and reflection
7. Good communication skills
8. Ability to goal set and plan
9. Desire to learn
10. Evidence of prior leadership and service
11. Ability to work as a member of a team
12. Commitment to student interaction and development

A Community Leader must also meet the following qualifications to serve in the position:

1. Must have an active and growing Christian faith demonstrated through, among other things, involvement with a local church.
2. Must complete the 2022-2023 on-campus housing contract.
3. Must maintain both a 2.50 cumulative and semester GPA while in the position. If the Community Leader's GPA is below a 2.50, the Community Leader's work agreement may be terminated. See the GPA Policy for

further details.

Upon placement, Community Leader must also communicate outside involvement and extra-curricular time commitments with their Residence Hall Director. This is done by completing the Outside Involvement Approval form. All outside involvement is subject to approval by their RHD and, therefore, CLs may be asked to scale back commitments in order to make the Community Leader position a priority. After this Outside Involvement Approval form has been completed, any additional commitments must be approved by the Residence Hall Director through the duration of a Community Leader's employment. See the Outside Involvement Approval form for further details.

Failure to comply with or adhere to Baylor University policies, Campus Living & Learning policies, or state/federal laws could result in immediate loss of position and benefits.

DUTIES AND RESPONSIBILITIES

Community Development: The Community Leader will reside in the residence hall and be responsible for mentoring residents, encouraging residents to become involved and engaged in the campus community, and helping residents discover and use their God-given gifts, talents, and skills. The CL will:

1. Provide leadership for a community of approximately 35-55 residents within their residential building and will know all residents by name within the first 30 days of each semester.
2. Actively participate and engage in all departmental training and development events.
3. Plan, coordinate, and attend student development initiatives for students in their residence hall.
4. Engage in intentional, mission-centered conversations with residents related to the CL&L Learning Goals.
5. Attend staff meetings and individual meetings (1-on-1s) with the Residence Hall Director or other Campus Living & Learning staff.
6. Participate in the cultivation and support of their residential community's hall leadership initiatives.
7. Assist in mediating roommate conflicts.
8. Communicate with the Residence Hall Director(s) regarding any issue that is a student welfare concern, including but not limited to, unusual absences, roommate conflicts, or other related behaviors.
9. Immediately inform the Residence Hall Director about students who may be emotionally or physically at-risk of self-harm or harm from others concurrent with departmental and university protocols.

Support of Academic Programs: The Community Leader will support the Campus Living & Learning mission of focusing on the formation of learning communities through academic partnerships within the university. The CL will:

1. Support academic initiatives and engage in academic programs and events within their residential community.
2. Seek, know, and engage with the Faculty-in-Residence and/or Faculty Steward in those communities, where applicable.
3. Connect residents with the various academic resources available on campus.

Support of Policies and Standards - At all times, a Community Leader will adhere to, understand, and commit to the standards, ideals, policies, and mission of Baylor University as well as Campus Living & Learning. The CL will:

1. Communicate and support the values and policies of Baylor University and Campus Living & Learning as outlined in the Guide to Community Living, Student Conduct Code, other university policies, and federal, state, and local laws. The Community Leader will know, understand, support, and enforce these policies, procedures and expectations.
2. Conduct themselves, on campus or off, in a manner consistent with the Guide to Community Living, Student Conduct Code, and other university policies. This includes, but is not limited to, alcohol consumption, drug use, and sexual activity.

3. Conduct themselves in a manner that is morally consistent with the goals and values of the department and university and role model appropriate behavior to other students. This includes, but is not limited to, proper use of social media, treating others with dignity and respect, and avoiding environments where illegal activities are taking place.
4. Report policy violations to the Residence Hall Director(s).
5. Know, understand, and actively support the department's statements on Mission & Vision, Goals and other initiatives.
6. Uphold all standards for resident safety, personal presentation and organization, and courtesy and efficiency as a member of the Campus Living & Learning staff.
7. Report any information concerning a potential occurrence of sexual assault, sexual or gender-based discrimination, dating violence, stalking, or other violation of the Sexual and Interpersonal Misconduct Policy. The report will be filed with Campus Living & Learning's (CL&L) incident report software. A professional staff member of CL&L will then forward the report to the Equity, Civil Rights, and Title IX Office. The Community Leader has an obligation to report an incident regardless of when the incident occurred for the student sharing the information.

Administrative Support: The Community Leader will be responsible for administrative duties that support the operation of their residential community. The CL will:

1. Participate in regular on-call coverage for their residential community when the residence halls are open, including the following holidays: Labor Day, Fall Break, Thanksgiving, Martin Luther King Jr. Day, Spring Break and Easter. When serving in an on-call capacity while dining halls are closed, CLs will receive limited reimbursement for meals following their time served.
2. Participate in the move-in and move-out procedures of residents.
3. Participate in the processing of paperwork (i.e., room changes, room damages and incident reports).
4. Participate in admissions events, including but not limited to Invitation to Excellence, Premiere, and Know Where You're Going Day.
5. Understand and implement emergency procedures and protocol and assist the Residence Hall Director(s) with the implementation of fire drills and/or fire alarms.
6. Monitor and communicate facility needs and concerns of residents.
7. Perform other duties as assigned.

Returning Community Leader Responsibilities: In addition to the first year CL expectations, a Community Leader may be given additional responsibilities. The returning CL will:

1. Act as a resource for a new Community Leader on the staff or to a newly hired Community Leader during the spring CL class (LDS 3302).
2. Provide leadership for hall leadership teams, intramurals, or special events per the needs of the hall or residential community.
3. Assist with departmental trainings, conferences, or other events.

WORKING HOURS

The Community Leader will be available to residents and able to respond to emergencies at all times when in the residence hall or apartments. Due to the unique nature of the Community Leader position and their individual class schedules, the times and hours worked each day will vary, but should not exceed 20 hours per week.

1. Approximately 10 hours per week interacting with residents. Examples of these interactions include stopping by resident rooms to visit, taking residents to Baylor events or educational programs, planning floor or building events for residents, eating meals with residents and any other duties as defined in this job description.
2. Approximately 5 hours per week attending meetings with their supervisor and staff team and conducting rounds while on call.

3. 5 hours per week of availability for residence hall front desk and other duties as assigned.

University policy limits on-campus employment to a maximum of 20 hours per week to protect the academic pursuits of students. Due to the demanding nature of the job, employment outside of the university is highly discouraged and must have the written approval of the Residence Hall Director and Assistant Director for Resident Learning.

A Community Leader may not carry more than 18 credit hours per semester without approval from their supervisor but must carry a full-time load of at least 12 credit hours. Graduate students in the Community Leader position can be under 12 credit hours but must still take a fulltime course load.

TIME OFF

Due to the unique nature of the position (requiring adequate coverage at all times and during some holidays), Community Leader must work with their supervisors in scheduling time off. On average, there should be two hall staff on duty on any given night, but this may vary depending on the size and needs of each community. This schedule will vary depending on certain events such as Homecoming, Family Weekend, and Admissions events when additional staffing levels are needed to adequately serve students, parents, and other guests.

SUPERVISION OF COMMUNITY LEADER

The Community Leader reports to the Residence Hall Director, Assistant Residence Hall Director, and/or Graduate Apprentice Residence Hall Director in their residential community.

DATES OF EMPLOYMENT

August 5, 2022 through December 18, 2022 (**day after commencement**) and January 10, 2023 through May 14, 2023 (**day after commencement**)

For the Fall 2022 semester, CLs may begin to move into their assigned space no earlier than **Thursday, August 4, 2022** and training will begin on **Friday, August 5, 2022**. For the Spring semester, CLs may begin to move into their assigned space no earlier than **Monday, January 9, 2023** and training will begin on **Tuesday, January 10, 2023**. Participating in all portions of Winter Training is an expectation of the Community Leader position. By signing below, I confirm that I can return to campus by this date and participate fully in training.

COMPENSATION

The Community Leader agrees to receive room and board as part of his or her compensation. The compensation includes a credit to his or her student account to offset the cost of the academic year housing fee, a 170-meal block per semester, and any Living-Learning Community Program Fees. The Community Leader also understands that even when placed, the contract is for a housing space and the Community Leader may be moved if deemed necessary by Campus Living & Learning. CLs should anticipate a roommate assignment if expanded occupancy is needed. Any CL wanting an increased meal plan may contact Dining Services and pay the difference in cost.

A stipend is also provided to Community Leaders. First year Community Leaders will receive a \$600 stipend that will be dispersed into two payments. The first payment of \$300 will be distributed at the beginning of the fall semester and the second payment of \$300 will be distributed at the beginning of the spring semester. Returning Community Leaders will receive a \$950 stipend that will be dispersed into two payments. The first payment of \$475 will be distributed at the beginning of the fall semester and the second payment of \$475 will be distributed at the beginning of the spring semester. Community Leaders that are hired in the middle of a semester will receive a prorated stipend that is equivalent to the amount of time that will be served in the position.

Campus Living & Learning 2022-2023 GPA Policy

Supporting and enhancing the academic mission of Baylor University is paramount to Campus Living & Learning. CL&L seeks to create environments where residents can study, explore vocational calling, and maximize their potential as budding scholars. This pursuit of academic excellence requires Community Leader to “model the way” for the residents.

It is because of this priority that CL&L established minimum GPA limits for Community Leaders. CL&L recognizes any student leadership position, particularly one as demanding as the Community Leader position, can impact a student’s academic performance. For that reason, a student who does not meet the Community Leader academic expectations will be placed on academic probation or may be dismissed from the Community Leader position. Please see below for the CL academic expectations and what it means as a Community Leader to be in good academic standing, what it means to be on academic probation, and what it means to be terminated due to academic performance:

Community Leader Academic Expectations

1. **A Community Leader in Good Academic Standing:** Community Leaders who maintain a semester and cumulative GPA of above or equal to a 2.50 are in good academic standing with Campus Living & Learning (This includes the academic term prior to employment).
2. **A Community Leader on Academic Probation:** Community Leaders who earn GPAs between a 2.49 and 2.00 GPA in a semester and/or cumulative GPA will be placed on academic probation (This includes the academic term prior to employment).
3. **Community Leader Dismissal:** Community Leaders who earn GPAs below 2.00 in a semester and/or cumulative will be dismissed immediately from the Community Leader position and will no longer be housed in Community Leader housing (this includes the academic term prior to employment). Community Leaders who have been placed on Academic Probation during a previous academic semester and earned a GPA of 2.49 and below in a new academic semester will be dismissed from the Community Leader position.

Community Leader to the 2022-2023 Housing Contract

I understand that every residential student is required to sign a Baylor University Campus Living & Learning Housing Contract and this requirement applies to the Community Leader as well. By signing this Community Leader Agreement and the 2022-2023 Housing Contract, I understand and agree to abide by all aspects of the contract.

If I am terminated or resign my 2022-2023 Community Leader appointment, I understand that I must fulfill the full terms and conditions of the 2022-2023 Housing Contract. I understand that I will be reassigned to a housing space as appropriate and will pay the established rate for that space for the balance of the contract period. If I choose not to accept the assignment provided and seek alternate housing while still under the contract agreement period, I understand I will be charged the double-room rate fee for the remainder of the contract period. I understand that Campus Living & Learning reserves the right to enforce the terms of the housing contract as deemed necessary.

I understand that I may be moved from my current 2022-2023 housing assignment and reassigned at a later date to my Community Leader hall and room assignment.

Responsible Party Notification and Agreement

I understand that as part of my responsibilities as a Community Leader or Front Desk Office Assistant (CL or OA) it is expected that I become proficient with the CSGOLD/Encode Lite unlock code software in order to provide students with appropriate access to their rooms as outlined in training materials and/or directed by the Residence Hall Director.

I understand that access to student rooms is to be protected at all times and as part of my responsibilities, it is my duty to maintain the highest standard of security for all residents. Through training, I will learn how to provide students needing access to their rooms with such access when authorized and appropriate and fully understand the weight of this responsibility.

I understand that my responsibility includes providing appropriate access for residents only, and this level of access is only provided during those periods specified by my Residence Hall Director or another Campus Living & Learning Professional Staff member. Outside of specifically approved times, I understand I am only allowed to give unlock codes to residents of the community in which I work.

I understand that it is my responsibility to read, comprehend, and follow all guidelines regarding the provision of student unlock codes. Further, I understand that under no circumstances will I grant any person access to a room without following the appropriate student identification procedures as outlined in the Front Desk Manual and other training materials.

I understand that under no circumstances will I provide access to anyone but the resident officially assigned to a room. The only exception to this rule is for authorized Baylor staff members who may enter rooms in the exercise of their particular job function.

I understand that the unauthorized, careless, or unapproved use/misuse of my access privileges, including master access cards, will result in immediate termination and may result in my responsibility for the loss of personal and/or university property. Further, I understand such behavior could lead to violations of Baylor's Student Disciplinary Code, criminal law, or make me liable civilly for damages resulting from my actions.

Community Leader Faith Requirements

In order to promote a Christian commitment within a caring community, Campus Living & Learning requires all Community Leaders to profess a Christian faith through affirmation of Jesus Christ as their Lord and Savior. The purpose of this requirement is to not only support the mission of Baylor but to also create authentic Christian community within the residence halls that welcomes Christians and non-Christians alike, encourages dialogues on the topic of faith, and models the Christian foundation of the university.

Community Leader Work Agreement

I have read and understand this document.

SIGNATURES

COMMUNITY LEADER:

Name (Please Print): _____

Signature: _____

Student ID #: _____

Date: _____

VICE PRESIDENT FOR STUDENT LIFE:

Signature: _____

Date: _____