



Community Leader Position Description 2013-2014

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 diversity, faith development, academics and relationships.

DUTIES AND RESPONSIBILITIES:

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

- Provide leadership for a community of approximately 35-55 students within their residential building and will know all residents by name within the first 30 days of each semester.
- Actively participate and engage in all departmental training and development events.
- Plan, coordinate, and attend student development initiatives for students in their residence hall.
- Engage in intentional conversations with residents related to the Campus Living & Learning core values.
- Attend staff meetings and individual discussions with the Residence Hall Director or other Campus Living & Learning staff.
- Participate in the cultivation and support of their residential community's student leadership team.
- Assist in mediating roommate conflicts
- Communicate with the Residence Hall Director(s) regarding any issue that is a student welfare concern (unusual absence, roommate conflicts, etc.)
- Immediately inform the Residence Hall Director about students who may be emotionally or physically at risk (depression, unusual behavior, etc).

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

- Seek out and engage a faculty member to serve as their community's Faculty Partner.
- Support academic initiatives and engage in academic programs or events within their residential community.
- Seek out, know, and engage the Faculty-in-Residence and/or Faculty Master.
- Connect residents with the various academic resources available on campus.

Support of Policies and Standards - At all times, a Community Leader will evidence adherence to, understanding of, appreciation for, and loyalty to the standards, ideals, and mission of Baylor University as well as Campus Living & Learning.

- Communicate and support the values and policies of Baylor University and Campus Living & Learning as outlined in the Guide to Community Living. The Community Leader will know,

understand and support other policies, procedures and expectations as they are communicated.

- Report policy violations to the Residence Hall Director(s).
- Know, understand and actively support the department's statements on Mission & Vision, Customer Service Standards, Safety & Citizenship Policies and Living in a Diverse World.
- Uphold all standards for resident safety, personal presentation and organization, and courtesy and efficiency as a member of the Campus Living & Learning staff.

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

- 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., Spring Break and Easter. When serving in an on-call capacity while dining halls are closed, CLs will receive limited reimbursement for meals.
- Participate in the check-in and checkout procedures of residents.
- Participate in the processing of paperwork (i.e., room changes, room damages and incident reports).
- Understand and implement emergency procedures and protocol and assist the Residence Hall Director(s) with the implementation of fire drills and/or fire alarms.
- Monitor and communicate facility needs and concerns of residents.
- Perform other duties as assigned.

Returning Community Leader Responsibilities - In addition to first year CL expectations, a Returning Community Leader may be given additional responsibilities.

- Act as a resource for a new Community Leader on your staff or to a newly hired Community Leader during the spring CL class (LDS 3201).
- Provide leadership for hall leadership teams, intramurals or special events per the needs of your hall or residential community.
- Assist with departmental trainings, conferences or other events.

CHARACTERISTICS AND QUALIFICATIONS:

A successful candidate for the Community Leader position will exhibit the following characteristics: good time-management, organizational and administrative skills, exceptional judgment, strong ability to manage multiple tasks, openness to constructive criticism, personal awareness and reflection, good communication skills, abilities in goal setting and planning, desire to learn, evidence of prior leadership and service, ability to work as a member of a team and a commitment to student interaction and development.

Community Leaders must have an active and growing Christian faith, demonstrated through, among other things, involvement with a local church. All candidates for the Community Leader position must have completed the 2013-2014 on campus occupancy license. The Community Leader 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 Leaders must also communicate outside involvement and extra-curricular time commitments with their Resident 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 on such 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 Resident Hall Director through the duration of a CLs 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.

TIME OFF:

Due to the unique nature of the position (requiring adequate coverage at all times and during some holidays), staff members will be asked to work with their supervisors in scheduling time off. On average, there should be one-fourth of a hall staff on duty, this may vary depending on the size and needs of each community. This schedule will vary depending on certain events such as Homecoming, Parents Weekend, and Premiers when additional staffing levels are needed to adequately serve students, parents, and other guests.

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.

- Approximately 8-10 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, eating meals with residents and any other duties as defined in this job description.
- Approximately 5 hours per week attending meetings with their supervisor and staff team and conducting rounds while on call.
- 5 hours per week of availability for residence hall front desk duty. The residence hall desk is staffed by student workers between the hours of 7:00 a.m. to 1:00 a.m.

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, but must carry a full-time load of at least 12 credit hours

SUPERVISION OF COMMUNITY LEADER:

The Community Leader reports to the Residence Hall Director(s) in their residential community.

DATES OF EMPLOYMENT:

August 4, 2013 – May 2014 (The final date is still being determined and is based upon the May 2014 commencement date)

COMPENSATION:

The Community Leader agrees to receive room and board as part of his or her compensation. 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 the Director for Campus Living & Learning.

Community Leaders receive a scholarship for the cost of the academic year housing fee (CL should anticipate a roommate assignment if expanded occupancy is needed), an 11-meal-per-week board plan, and any Living-Learning Community Program Fees.

A stipend is also provided:

Community Leader	\$400
Returning Community Leader	\$750