Community Development Coordinator
Position Description

Supervised By: Area Coordinator

Purpose of the Position
The Community Development Coordinator (CDC) is a live-in staff member that works with the community development and administrative needs of a community area (1-3 residence halls) consisting of 400 to 750 students. They work closely with the Area Coordinator, Hall Administrative Assistant, Resident Assistants, and Desk Assistants to foster an atmosphere for academic, social, cultural and emotional growth in the residence hall by serving as an advisor to the residents; assisting the Resident Assistants in community development and enforcement of all University and hall policies; are involved with the general well-being, community development, and student learning environment in the residence hall(s). This position is 25 hours per week.

Compensation
New CDCs for 2016-2017 is $12,734.00
Access to professional development opportunities

Primary Duties

Community Development
- Oversee the community development programs organized by the RA staff. Evaluate and report the effectiveness of those programs to the Area Coordinator for the community area.
- Recruit and oversee an Area Programming Board. This board will be comprised of students from the community area. They will meet weekly and provide additional program opportunities to their area as outlined by the CDC.
- Oversee the monthly Hall Brawls for the community area. They will organize the hosting of one Hall Brawl each semester, and then advertise and encourage Hall Brawl participation at all Hall Brawls.
- Be available to students to answer questions and assist them with any concerns they may have.
- Know campus resources and refers students to appropriate University personnel as needed.
- Regularly attend RA programs throughout the residence hall community area

Desk Operations
- Supervise 2-8 Desk Assistants (DA) within their area. Supervision includes, but is not limited to, assisting in interviewing and selection DA staff, training the DA staff, providing both written and verbal feedback to DA staff, and meeting regularly with staff for on-going training and answering questions that arise.
- Schedule all DA and RA hours at all desks within the area.
- Verify desk hours on payroll for Desk Assistants.
- Hold monthly desk staff meetings to discuss concerns, provide updates, create effective staff communication, and answer any questions.
Departmental Initiatives

- Co-Chair one RLO committee for a major departmental activity and process each semester.
- Participate in a Departmental Quality Circle. There will be an opportunity for some staff to co-chair a Quality Circle based on staff member interest and Quality Circle needs.

Administrative

- Maintain confidentiality of student information in accordance with Residence Life and FERPA policies.
- Participate in all trainings and in-service meetings.
- Complete 10 office hours each week to complete administrative tasks, communicate with Hall Administrative Assistant, and assist students.
- Assist with Health and Safety Inspections each semester and follow-up with all concerns or issues discovered during Health and Safety Inspections.
- Be available to assist in covering desk hours on weekends and/or holidays and in the absence of the Hall Administrative Assistant.
- Answer the phone and general questions at the front desk from residents and guests.
- Log and disperse packages through StarRez as needed to residents.
- Check out temporary access cards and keys to residents when locked out.
- Complete all required logs at the front desk.

Staff Leadership

- Arrive one full week before RA training for CDC training to learn critical skill sets for the position and prepare for full Student Staff Training in August.
- Facilitate ice breakers and team builders during Student Staff Training to encourage relationship building between all staff members.
- Co-Facilitate one educational training topic with an AD/AC for all staff training, and co-facilitate in-staff training in collaboration with their Area Coordinator.
- Meet weekly with their Area Coordinator to discuss areas of responsibilities and collaborate on upcoming projects and processes.
- While the Area Coordinator will serve as the supervisor for the Residents Assistants, the CDC will provide leadership within the staff by addressing concerns when they arise, providing additional trainings as needed, and meeting with RAs that are struggling with community development.
- Collaborate with Area Coordinator for RA evaluations to provide feedback on RA’s community development and performance at the desk operations.
- Co-facilitate weekly staff meetings for the Resident Assistants in collaboration with their Area Coordinator.
- Assist the Assistant Director of Residence Life in the recruitment and interview processes for Resident Assistants. CDC will provide feedback on new and returning candidates for RA selection to their Area Coordinator.

Student Conduct

- Reflect positive behavior and follow all University of Montana Student Code of Conduct requirements, Residence Life policies and state and federal laws both on and off campus.
- Report all violations of the University's Student Code of Conduct and file appropriate Incident Reports and Conduct Reports for all situations.
Complete a set of rounds with an RA duty pair at least once per week.

Minimum Qualification
- Be a full-time student (12-18 undergraduate credits, 9-12 graduate credits)
- 2.5 GPA
- Prior Residence Life experience strongly preferred
- Be in good conduct standing with the university

25 Hour/Week Breakdown

<table>
<thead>
<tr>
<th>Task</th>
<th>Hours Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Hours (review programs, meet with RAs about programs, prep for meetings, payroll)</td>
<td>10</td>
</tr>
<tr>
<td>1:1 with AC</td>
<td>1-2</td>
</tr>
<tr>
<td>Staff Meeting</td>
<td>2</td>
</tr>
<tr>
<td>Quality Circle</td>
<td>1</td>
</tr>
<tr>
<td>Programming Board (meetings, programs)</td>
<td>2-3</td>
</tr>
<tr>
<td>Attending programs/completing rounds with RAs</td>
<td>2-6</td>
</tr>
<tr>
<td>Other responsibilities</td>
<td>2-6</td>
</tr>
</tbody>
</table>
2016-2017 Work Agreement for Community Development Coordinator (1st year)

University of Montana - Residence Life Office

Terms of Employment

Employment Period
The Community Development Coordinator (CDC) work agreement period is for one full academic year. The CDCs are expected to be present and participate in Student Staff Training in August prior to the beginning of Autumn Semester and stay until 5:00pm on the Saturday after finals week of Autumn Semester. The CDCs will return in January one full week before classes begin to assist with Spring Move In and stay until Noon on the Sunday after finals week for Spring Semester. For the 2016-2017 academic year CDCs will be employed from August 1, 2016- May 14, 2017. Employment will be inclusive of the above dates with the exception of those periods approved by the Director or Assistant Director of Residence Life.

Compensation
Remuneration for this position is room, meal plan, and a cash stipend for a total value of $12,734.00. The cash stipend portion of this work agreement is determined by the room/apartment assignment and the meal plan selected.

CDC staff that continues into the position for the 2017-2018 academic year will receive an additional $250.00 stipend in addition to the value of the CDC work agreement. The stipend portion of this work agreement is determined by the room assignment and the meal plan selected. This cash stipend will be paid through the University of Montana Payroll System in semimonthly installments in accordance with the student payroll schedule. Cash stipends will be paid from August 2, 2016, to December 19, 2016, and from January 19, 2017, to May 19, 2017. Appendix A, attached to this work agreement, illustrates the cash stipend amounts with the various apartment/room assignments and meal plan selections.

- My personal meal plan choice is: []All-Campus Plan  []Lommasson Plus Plan

CDC staff will also choose to either have a landline phone line and phone provided in their assigned room paid for by Residence Life or provide a personal phone number to be shared with RLO staff and campus partners. Staff members may use a Google Voice account and simply provide a contact phone number; it does not have to be the actual cell phone number programmed into the phone. Staff members that choose to use a personal phone number will be compensated $7.50 on a semimonthly basis in accordance with the student payroll schedule. Compensation will be paid from August 2, 2016, to December 19, 2016, and from January 19, 2017, to May 19, 2017. Staff members who choose to have a landline will have the full cost of this phone line covered by RLO, but will not receive any additional compensation for this phone line.

Regardless of phone choice, staff members are expected to have a voice mailbox set up with a personal greeting so others may leave the staff member a message. This voice mail is expected to be checked for messages at least daily.
My personal phone line choice is: [ ] Room Landline
[ ] Personal Phone Line- Please provide the phone number to be listed on the roster:

**Eligibility**
The CDCs must be enrolled as full-time University of Montana students, but limit their course work to a maximum of 18 credit hours (12 credit hours for graduate student CDCs) and must successfully complete at least 12 undergraduate (or 9 graduate credits) each semester. The CDCs may only take fewer than 12 undergraduate or 9 graduate credit hours or more than 18 undergraduate or 12 graduate credit hours with prior written permission from an Assistant Director of Residence Life.

The CDCs must maintain at least a semester and cumulative grade point average of 2.5. Failure to meet these GPA requirements may result in adverse employment action, up to and including termination. If at any time the CDC’s semester or cumulative GPA falls below a 1.5 in either semester, the CDCs will be terminated.

**Supervision**
The CDCs are directly supervised by an Area Coordinator of Residence Life. They also work closely with the Residence Life Director, Associate Director, and Assistant Directors of Residence Life.

**Reassignment**
The CDCs are expected to understand they may be assigned or reassigned residence hall duties or moved to a different residence hall assignment at the discretion of the Residence Life Office.

**Personal Conduct**

**Role Model**
The CDCs are expected to reflect positive behavior and follow all University of Montana Student Code of Conduct requirements, Residence Life policies, and state and federal laws both on and off campus.

- Any CDC under 21 years old who consumes alcohol will be subject to disciplinary action, up to and including termination.
- Any CDC who provides alcohol to students under age 21 will be subject to disciplinary action, up to and including termination.
- Any CDC who plays any role in concealing or otherwise facilitating alcohol consumption by students who are under age 21 will be subject to disciplinary action, up to and including termination.
- Any CDC 21 years old or older may consume alcohol responsibly with others who are at least 21 years old.
- CDCs, even if they are of legal age (21), may not be under the influence of alcohol when they are working in any CDC capacity, including a desk shift, on-duty, at programs and events, responding to incidents, interacting with residents, or in any other way acting within their CDC position within their community.
The CDCs may not at any time engage in, enter, or remain in any area or premises where illegal drug use is occurring. Illegal drug use is defined by the Student Conduct Code, the Residence Hall Contract, and state and federal laws.

Any CDC who violates the Student Code of Conduct, Residence Life policies, the Residence Hall Contract, or any state or federal laws may be subject to disciplinary action, up to and including termination.

**Equal Opportunity**

The CDCs are expected to be familiar with and follow the University of Montana Equal Opportunity Statement: “The Equal Opportunity and Affirmative Action Office at the University of Montana strives to support a diverse community accepting of all individuals regardless of their race, color, sex, age, religion, creed, marital or familial status, union affiliation, physical or mental disability, sexual orientation, national origin, veteran status, or political beliefs. This office will work to eliminate barriers which inhibit persons from achieving their full potential in education, employment, and other programs and services at the University.”

Additionally, CDCs are expected to understand they are mandated reporters of sexual harassment, sexual misconduct, relationship violence, and stalking incidents. RAs must understand that if they become aware of any of these incidents that they are required to report these to their direct supervisor immediately, and that this information will be shared with the University of Montana Title IX Office.

**Relationships**

The CDCs are expected to understand that dating and/or having sexual relationships with students living in the same residence hall area can negatively influence the dynamics of the CDC position. Therefore, if such a relationship does or could likely develop, the CDC will notify their supervisor (Area Coordinator) immediately. If a CDC dates anyone in the same community area or in an area under the responsibility of the CDC, the Residence Life Office may require one of the students to move and may require the CDC to be moved with a new assignment.

**Time Commitments**

**Work Commitments**

The CDC shall agree to give priority in fulfilling responsibilities to the CDC position as defined by the job description over other activities except for the CDC’s academic responsibilities. The CDCs shall agree to the following unless given prior approval for an exception in advance and in writing from the Director, Associate Director, or Assistant Director of Residence Life.

The CDCs are expected to attend and actively participate in student staff training, in-service trainings, weekly staff meetings, departmental assignments, and the opening and closing of the residence halls each semester. This includes, but is not limited to:

- Participation in Student Staff Training August 1st-26th, and Autumn Semester opening August 27th-28th.
• Reviewing the Student Staff Moodle thoroughly during fall training and as needed throughout the year.
• Co-facilitating weekly staff meetings in collaboration with their Area Coordinator each week. CDCs must reserve a 2 hour block of time for staff meetings. The time and date of these meetings will be set by the Area Coordinator.
• Participating in weekly 1:1s with their Area Coordinator.
• Returning to campus by 9:00am on Monday, January 16, 2017, for Spring Semester training and opening.
• Assisting with the new RA interview process for 2017-2018 Residence Life Student Staff.
• Participating in either the Homecoming Committee or Holiday Party Planning Committee in the Fall, and either the Relay for Life Committee or Spring Celebration Committee in the Spring. CDCs will co-chair one RLO departmental committee each year.
• Participating in a departmental Quality Circle or other departmental assignment.
• Remaining in the position through the work agreement period, through closing weekend in May on Sunday at Noon.

**Time Commitments**
The CDC’s work week is designed as an average of 25 hours per work week during the academic semester, with the exception of Thanksgiving week which is designed as 12 hours per week. The CDC’s work week is designed to be 29 hours during staff training and opening weeks of August 1, 2016-August 27, 2016, and January 16, 2017-January 21, 2017. The University of Montana limits students to work a maximum of 29 hours per week on campus. Therefore, CDCs are not permitted to work more than 4 hours on campus in addition to their CDC position during the academic semester, and not permitted to work any additional hours on campus outside their CDC position during student staff training and opening weeks.

The CDCs are expected to understand that work in residence halls is not easily translated into hours worked per day or per week. Emergencies cannot be anticipated and CDCs must respond to emergencies through the appropriate procedures. The CDCs will spend the necessary amount of time in the hall and on the job until all responsibilities have been met. If a CDC’s time significantly and consistently exceeds what is reasonable, the CDC is obligated to notify their Area Coordinator. Time commitments for the job include, but are not limited to:

• Administrative hours which include regularly scheduled responsibilities at staff meetings, programming board meetings, departmental assignments, special programming activities, paperwork, and specific administrative functions as described in the job description.
• Ten (10) office hours held at desks within the assigned area each week to complete administration functions of the position such as RA program tracking, paperwork, conduct meetings, program planning, and other administration needs.
• Additional time as needed to build respective, inclusive, positive communities and to preserve the welfare of the Residence Hall community including resident drop-in discussions, emergency response, and other items that may arise. CDCs should understand general availability to residents is critical to meet student needs, develop a positive community, and to effectively contribute to the building staff team. CDCs are expected to address the needs of their residents and build and support their community.
• The CDCs may be required to take on additional hours for desk duty, administrative assistant and desk assistant staff coverage, which will be compensated at the prevailing hourly rate of $8.20 per hour for the Fall 2016 semester. If the Montana minimum wage is raised in January 2017, then RAs would receive the state minimum wage increase for the Spring 2017 semester.

Supervisory Responsibilities
The CDC will supervise the Desk Assistant (DA) staff. This supervision will include assisting with the hiring, evaluation, and following-up on any performance concerns with the DAs in their community area.

Outside Commitment
The CDCs may not accept or retain other assistantships or part-time employment which negatively affects the ability of the CDC to fulfill CDC duties.

Community Development
Area Engagement
The CDCs are expected to support and track their RAs’ completion of the community development expectations outlined in the RLO Community Development Moodle. The CDCs are expected to oversee their RA staff in the planning and completion of their staff Hall Brawl program and support and attend University-wide programs including, but not limited to:

• GO Day- Sunday, August 28, 2016
• Mandatory Floor Meetings- Monday, August 29, 2016-Tuesday, August 30, 2016
• Academic Convocation- Wednesday, August 31, 2016
• Beer Goggles- Early September, date currently TBD
• Step Up! Trainings- Dates vary during month of October
• Mandatory Floor Meetings- Monday, January 23, 2017-Wednesday, January 25, 2017

Programming Board Advisor
The CDC is expected to serve as an advisor to the Programming Board(s) within their community and collaborate with their Area Coordinator for the Programming Board goals and objectives.

The CDCs will recruit, retain, and advise a student programming board within their community area. This programming board will provide additional community development activities to the residents within their community area and is further outlined in the RLO Programming Board Manual.

Availability to the Community
The CDCs are expected to maintain availability and visibility with residents and staff during evening hours and weekends, including providing coverage during break periods while the residence halls remain open and including the following specifications:

• Not to be absent from campus for more than three weekends per semester and any absence from campus for weekends or special times must be authorized by their Area Coordinator. Certain weekends will not be considered for CDCs to leave for the entire weekend, including the first and
last weekend of each semester, Homecoming Weekend, Griz-Cat Weekend (when the game is played in Missoula) and Forester’s Ball Weekend.

- CDCs will provide availability to assist with coverage as needed during either Thanksgiving Break or Spring Break. The CDCs who required to work while UM Dining services are closed will be paid per diem of $17.00 per day for the days in which they are on duty. The work day during these periods for which per diem is paid is defined as 8:00am to 8:00am the next day.
- Please note that Thanksgiving Break is defined as Wednesday, November 23, 2016-Saturday, November 26, 2016. Spring Break is defined as Sunday, March 19, 2017-Saturday, March 25, 2017. Per Diem is paid at a rate of $17.00 per day worked during these times and will be in the form of a UMoney deposit.
- CDCs will also receive per diem in January during training and opening week. The dates for this are Monday, January 16, 2017-Friday, January 20, 2017.

Confidentiality
The CDCs are expected to maintain confidentiality concerning all residents and to protect student information. All confidential materials (rosters, etc.) that are kept in the staff room should be properly stored in a locked location to ensure residents do not have access to the information. All conversations concerning residents and other staff must happen in private areas and only with necessary persons.

Appropriate Use of Keys and Access Cards
The CDC position requires CDCs to be responsible for keys and/or access cards that provide access to residents’ rooms and the University of Montana Residence Life buildings. This responsibility must be taken very seriously and CDCs must follow all Residence Life key and access card policies. A CDC who loses a key and/or access card must notify their Area Coordinator immediately. If a CDC loses a key and/or access card, this may result in termination. In addition, proper use of keys/cards must be followed and inappropriate use of access will result in disciplinary action, up to and including termination.

Referrals
The CDCs are expected to initiate referrals to the Residence Life Office and other campus departments and community agencies as needed.

Administrative Duties
The CDCs are expected to assist with all administrative duties as assigned.

Resident Transportation
The CDCs may not transport residents in the CDC capacity, including, but not limited to, programming and health and safety transport.

Dining Services
The CDCs are expected to eat in the UM Dining facilities on a regular basis and to communicate concerns/suggestions to the UM Dining staff.

Other Duties
The CDCs are expected to complete all other duties as assigned by the Area Coordinator, Hall Admin, Director, Associate Director, and Assistant Directors of Residence Life.
is extended an appointment as a CDC in the University of Montana Residence Life Office for the 2016-2017 academic year, beginning August 1, 2016, at 8:00am and ending May 14, 2017, at 12:00pm.

This work agreement is in concert with the Fair Labor Standards Act, Section 785.23, which specifies that an employee who resides on the employer's premises on a permanent basis or for extended periods of time is not considered as working all the time they are on the premises. Ordinarily such employees may engage in normal private pursuits and thus have enough time for eating, sleeping, entertaining, academic pursuits, and other periods of complete freedom from all duties when they may leave the premises for purpose of their own. It is, of course, difficult to determine the exact hours worked under these circumstances and any reasonable agreement of the parties which takes into consideration all of the pertinent facts will be accepted.

If failure to fulfill the responsibilities of this position results in termination of employment, it is understood that this work agreement becomes null and void and compensation will cease as of the date of dismissal.

My signature below indicates my knowledge and compliance with the University of Montana Residence Life Office’s practice of releasing my academic information to the Director, Associate Director, Assistant Director, and Area Coordinators of Residence Life. I understand the term ‘academic information’ is for this purpose defined as my term and cumulative grade point average, the number of term and cumulative credit hours I take or have taken, and a list of courses I am enrolled in. By signing I provide permission for the Residence Life Office and/or relevant university administrators to access my academic information each academic term during my employment in the Residence Life Office.

I accept the position designated above as a member of the Residence Life Staff of the University of Montana for the academic year and agree to the conditions stated herein.

Date: ____________________________
Signature of Community Development Coordinator

_________________________________
Community Development Coordinator Printed Name

Date: ____________________________
Signature of Director of Residence Life
### 2016-2017 Apartment & Meal Plan Values

<table>
<thead>
<tr>
<th></th>
<th>New CDC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Large Apartment (Jesse 158, Aber 158, Miller 139, Craig 101)</strong></td>
<td></td>
</tr>
<tr>
<td>Apartment</td>
<td>$5,717</td>
</tr>
<tr>
<td>All-Campus Meal Plan</td>
<td>$4,972</td>
</tr>
<tr>
<td>Stipend</td>
<td>$2,045</td>
</tr>
<tr>
<td><strong>Total Value</strong></td>
<td><strong>$12,734</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Value</strong></td>
</tr>
<tr>
<td>Apartment</td>
<td>$5,717</td>
</tr>
<tr>
<td>Lomasson Plus Meal Plan</td>
<td>$4,488</td>
</tr>
<tr>
<td>Stipend</td>
<td>$2,529</td>
</tr>
<tr>
<td><strong>Total Value</strong></td>
<td><strong>$12,734</strong></td>
</tr>
</tbody>
</table>