

# Community Development Coordinator Position Description

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*Supervised By: Area Coordinator*

## **Purpose of the Position**

The Community Development Coordinator (CDC) is a live-in staff member that engages with the community development and administrative needs of a community area (1-3 residence halls) consisting of 400 to 750 students. They collaborate often 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**

CDCs earn a furnished on-campus apartment, meal plan small stipend.

## **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.
- Attend all departmental training.
  - CDCs will be required to return to campus in late July/early August, four weeks before the first day of classes/one week before RA training to participate in three weeks of student staff training and assist in opening the halls.
  - CDCs will be required to return to campus in January one week before the first day of classes to participate in student staff training and hall opening.
- Assist with all hall openings and closings at breaks and the beginning and end of semesters.

- CDCs are required to stay on campus for one major break period (either Thanksgiving or Spring Break). Break assignments will be finalized early in the Fall semester to ensure equal staff coverage.
- CDCs are required to stay on campus up to three days after the end of a semester to help check students out and close the building.

### 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

Task	Hours Per Week
Office Hours (review programs, meet with RAs about programs, prep for meetings, payroll)	10
1:1 with AC	1-2
Staff Meeting	2
Quality Circle	1
Programming Board (meetings, programs)	2-3
Attending programs/completing rounds with RAs	2-6
Other responsibilities	2-6