

# Apartments Community Development Coordinator (CDC) 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 either University Villages or Lewis and Clark Village. They collaborate often with the Area Coordinator, Community Assistants, Village Assistants, and Office Managers to foster an atmosphere for academic, social, cultural and emotional growth in the villages by serving as an advisor to the residents; assisting the Community/Village Assistants in community development and enforcement of all University and village policies; are involved with the general well-being, community development, and student learning environment in the villages. This position is 20 hours per week.

## **Compensation**

CDCs earn a furnished University Village /Lewis and Clark Villages apartment, and stipend (amount depending on which apartment they are provided.)

## **Primary Duties:**

### **Community Development**

- Oversee and work with four Village Assistants and five Community Assistants
- Advise an area community council
- Oversee the community development programs organized by the CA/VA staff. Evaluate and report the effectiveness of those programs to the Area Coordinator for the community area
- Oversee the All Area Programs for the community area each semester, and then advertise and encourage participation throughout the areas.
- Be available to students to answer questions and assist them with any concerns they may have.
- Know campus resources and refer students to appropriate University personnel as needed.
- Regularly attend CA/VA programs throughout the Village Areas

### **Departmental Initiatives**

- Co-Chair one UM Housing 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 UM Housing and FERPA policies.
- Participate in all workshops and department trainings.
- Complete 10 office hours each week to complete administrative tasks, communicate with Office Managers, and assist students.
- Work four hours in the Community Center office during assigned duty night(s).
- Admit locked-out tenants to their apartments while on duty
- Check-in tenants when on duty and in cases where arrangements have been made for them to arrive after office hours or on weekends.
- 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 duty hours on weekends and/or holidays and in the absence of the CA/VA's
- Attend Weekly VA and CA staff meetings and schedule all duty hours between staff members.

### **Staff Leadership**

- Be available and on-site for planning and training with the Area Coordinator, one to two weeks before VA/CA training begins in June.
- 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 Community/Village Assistants, the CDC will provide leadership within the staff by addressing concerns when they arise, providing additional trainings as needed, and meeting with CA's/VA's that are struggling with community development.
- Collaborate with Area Coordinator for CA/VA evaluations to provide feedback on community development and performance in administrative operations.
- Co-facilitate weekly staff meetings for the Community/Village Assistants in collaboration with their Area Coordinator.
- Assist the Area Coordinator in the recruitment and interview processes for Community Assistants and Village Assistants. CDC will provide feedback on new and returning candidates for CA/VA selection to their Area Coordinator.
- Attend all departmental training. CDC will be required to return to campus in late May, one to two weeks before CA/VA training to participate in two weeks of student staff training.

- Assist with clerical responsibilities for apartment move-ins during 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, Winter, 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 with clerical duties.

**Student Conduct**

- Reflect positive behavior and follow all University of Montana Student Code of Conduct requirements, UM Housing 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.
- Perform the “On Duty” functions as part of a team of 5 Community Assistants and 4 Village Assistants.
- Complete a set of rounds with during duty nights.

**Minimum Qualification**

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

**20 Hour/Week Breakdown**

<b>Task</b>	<b>Hours Per Week</b>
Duty	8-10
1:1 with AC	1
Staff Meeting	2
Quality Circle	1
Community Council/Attending programs	3-4
Other Responsibilities (review programs, meet with CA/VAs about programs, prep for meetings, payroll)	4-5