LLC COMMUNITY PROGRAMMER (CP) POSITION DESCRIPTION

LLC Community Programmers support programming and community development within a Living Learning Community. Community Programmers live within the LLC and report to the LLC Coordinator for their LLC.

As members of the University Housing, Wellness, and New Student Programs staff, the LLC CPs work to support the statement of community through implementing quality programs, upholding community standards as well as CWU and residence hall policies, developing positive relationships among students in the hall, and role modeling choices that have a positive impact on the residence hall community.

QUALIFICATIONS

Applicants must have a genuine interest in the welfare of residence hall students, basic skills in individual and group counseling and advisement, and the necessary time to devote to these responsibilities.

To be effective, a staff member must be willing to devote 15 hours a week to their duties. Additionally, the staff member is only permitted other on-campus employment of 4 hours a week maximum with the prior approval of their supervisor. Any off-campus employment must also be approved in advance. Academic loads of more than 18 credits must be approved by supervisor prior to registration.

Students who wish to enroll in student teaching, full-time internships, or participate in pre-autumn teaching cannot serve as a CP unless approved through the Assistant Director of Residence Life. Students wishing to do so must submit a request in advance, prior to enrolling in any of the above mentioned programs. Requests will be considered on a case by case basis.

Students may not participate in varsity or club sports during the term of their employment. Students wishing to serve on an executive board of a student club or organization such as NRHH, Equal, BSU, etc. must submit in advance a request, prior to accepting any nomination, to their director supervisor. Requests will be considered on a case by case basis.

The Community Programmer will refrain from posting electronic information/images that violate University policies or federal, state, and local laws. Furthermore it is expected that staff members will refrain from posting material that could hinder credibility in performing position responsibilities and reflect unfavorably upon the department and institution.

Community Programmers may be enrolled in any academic discipline; however, all CPs must remain in good academic standing throughout their academic career while on staff – defined as a minimum 2.3 cumulative grade point average and a 2.3 GPA or above for each quarter. At no time may a Community Programmer receive a quarterly GPA below a 2.0. GPA will be verified through transcript review by University Housing & New Student Programs staff. Any time a staff member falls below the 2.3 GPA for more than one quarter (not necessarily consecutively), a staff member may be terminated from his/her position. If at any time the CP falls below nine (9) credit hours, the student is not eligible to be employed on campus for 15 hours a week and therefore is not eligible for the CP position.
Any termination or resignation from the LLC Community Programmer position will usually result in University Housing & New Student programs moving the Community Programmer from the living environment in which the Community Programmer directly worked. LLC Community Programmers must have lived in a CWU residence hall for one full academic year prior to assuming the position (preferred). Transfer students must have lived in a residence hall for at least one quarter at Central and must have attended a university for at least one year (preferred).

**REQUIREMENTS**

**COMMUNITY DEVELOPMENT:**

To facilitate community development, CPs must:

1. Know all residents living in their assigned area and maintain positive relationships throughout the year. The CP should become acquainted with each person at the beginning of the year and facilitate the entrance of new students moving in throughout the year.
2. Plan and execute three programs each month that pertain to the LLC.
3. Facilitate one community development activity each week.
4. Create and distribute a monthly newsletter for designated LLC.
5. Schedule, plan and hold monthly Advisory Board meetings for designated LLC, including recruiting LLC students for Advisory Board meetings.
6. Maintain regular contact with LLC faculty, including distributing a newsletter to them each month, encouraging them to attend advisory board meetings, and encouraging their attendance at LLC programs.
7. Encourage the development of a community that values individual differences and respects the rights and opinions of all residents. They must confront inappropriate behavior which does not support such differences.
9. Educate students about and enforce residence hall and university policies and give feedback on how their behavior impacts others.
10. Assist in creating a Community Living Agreement for specified halls or floors.
11. Assist with planning and implementation of the Living Learning and Theme Community Summit and Academic Excellence Recognition Reception.

**COUNSELING/ADVISEMENT AND EMERGENCY INTERVENTION:**

This function includes:

1. Recognizing the CP role as being a paraprofessional counselor/advisor position, making student referrals to the appropriate University staff member (including supervisor).
2. Maintaining a confidential relationship with residents, recognizing residents’ rights to privacy and ensuring that the communication channel includes the CP’s supervisor.
3. Being available to assist in the event of an emergency situation.

**RELATIONSHIPS TO OTHER STAFF MEMBERS:**

As a member of a “staff team” the CP must:

1. Keep fellow staff members and the Office of University Housing & New Student Programs informed of floor/area and hall activities, concerns, and incidents.
2. Support and work closely with fellow staff members in the residence halls.
3. Be an active member of the University community by working closely with other University Staff (Counseling, Police, Wellness, etc.) This includes activities involving faculty members.

CENTRAL WASHINGTON UNIVERSITY and University Housing and New Student Programs is an Affirmative Action, Equal Employment Opportunity, Title IX Institution. Persons of disability may request accommodation during the application and/or interview process through the Affirmative Action Office: Voice 509.963.2205, TDD 509.963.2207.

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4. Hold other student staff accountable to policies and job duties as defined in the CP job description.
5. Communicate all needs with supervisor.

ADMINISTRATIVE RESPONSIBILITIES:
The CP facilitates the operation of the LLC through:
1. Submitting all required forms and reports in a timely fashion.
2. Spending not more than nine days (overnight, 24 hour periods) away from your residence hall during a quarter. These absences from the hall must be coordinated and approved by the Residence Hall Manager/Coordinator of the hall to ensure adequate staff coverage during your absence. No more than three days may be taken at any one time, and these times may not fall during opening or closing periods. The Assistant Director of Residence Life and/or designee can approve additional time off if needed.
3. Being available prior to the official opening of the residence halls each quarter to prepare the building for opening. In addition, being available until after the official closing time of the residence halls to assist students with checkout procedures and prepare building of closing.
4. Keeping hall entry doors locked at all times except during move-in and move-out days at the beginning and end of quarters (and with exception to special hall events where entry doors are monitored by staff).
5. Assist University Housing & New Student Programs with student recruitment events as needed, including Wildcat Day, fall and spring Open Houses and Cat Trax events.

TRAINING:
To benefit from staff training the CP must:
1. Arrive on the campus approximately 2 weeks prior to Wildcat Welcome Weekend for LLC CP Training and Opening Preparation.
2. Attend weekly staff meetings to discuss LLC and hall concerns and to exchange information.
3. Attend all staff meetings and in-service training programs during the academic year. All staff members are required to keep their academic schedule free on Wednesdays from 3:00-5:00 pm. In addition, staff will help with reapplication and staff selection days/events.
4. Establish goals, provide and accept positive and constructive feedback to and from supervisors, peers, and residents.
5. Complete the annual Human Resources Preventing Sexual Harassment and Prevent Employment Discrimination training.
6. For mid-year hires training dates will be determined based on hire date and needs.

GENERAL:
In performing the above functions and duties of a CP, it is expected a person in the position will:
1. Continuously provide feedback to and accept direction from the Assistant Director of Residence Life and all designees (Coordinators, Residence Hall Managers, etc.).
2. Expect to receive positive and constructive feedback through evaluation by the Coordinators and other staff members as designated by the Assistant Director of Residence Life.
3. Perform other responsibilities assigned by the Residence Hall Manager, Coordinator, Assistant Director, Director, or other office members within the Office of University Housing & New Student Programs.
COMPENSATION:

The position of Living Learning Community Programmer (CP) for the term commencing Monday, September 1, 2014, and ending Saturday, June 13, 2015, at 5:00 PM. Compensation will be in the form of a room equivalent to the cost of a large single room (exact amount will vary) and board (exact amount will vary) for the small meal plan-during times when dining halls are regularly open and serving students, and a department staff t-shirt. (Room and board amounts are subject to change.) This will be a nine and one-half (9.5) month contract. This Community Programmer understands that this position is considered, on average, a 15 hour per week student position. The compensation is prorated evenly between the pay periods beginning with the September 1 – 15, 2014 pay period and ending with the last payroll period of June 1 – 15, 2015. The Assistant Director of Residence Life & New Student Programs or designee will monitor the hours worked per pay period and a timesheet with your signature will be required.

By signing below, I agree that I have read and understand the LLC Community Programmer position description and agree to abide by the guidelines therein.

____________________________________  __________________________________________
LLC Community Programmer                    Date

____________________________________  __________________________________________
Assistant Director of Residence Life   Director of Residence Life & New Student Programs