

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 staff, the LLC CPs work to support the statement of community through implementing quality programs, creating positive relationships between students in the hall, and role modeling behavior that has 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 with the prior approval of their supervisor. Any off-campus employment must be approved by the Assistant Director of New Student Programs and/or designee. Academic loads more than 18 credits must be approved by the current supervisor prior to registration. Candidates are expected to limit their extracurricular activities to avoid any conflict of interest with the Community Programmer position.

The Community Programmer may not enroll in student teaching, full time internship, or participate in Pre-Autumn teaching experiences unless approved through the Assistant Director of Residence Life.

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 must remain in good academic standing throughout academic career – defined as a minimum 2.7 cumulative grade point average and a 2.7 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. A first time failure to meet GPA requirements will at least result in employment probation, failure to meet GPA requirements a second time may result in employment termination.

Any termination or resignation from the LLC Community Programmer position will 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.

REQUIREMENTS

COMMUNITY DEVELOPMENT:

To facilitate community development, the CP 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.
8. Assist with Wildcat Welcome Weekend and First-Six-Weeks programs.
9. 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.

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, Diversity Center, etc.) This includes activities surrounding faculty members.
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/Residence 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. Supporting all parking rules and encouraging students to utilize service vehicle passes to drive on campus sidewalks.

TRAINING:

To benefit from staff training the CP must:

1. Arrive on the campus approximately 2 weeks prior to Wildcat Welcome Weekend for 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 3:00pm-5:00pm. In addition, staff will help with reapplication and staff selection days/events.
4. Establish goals, provide and accept positive and constructive criticism to and from supervisors, peers, and residents.

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 New Student Program and all designees (Residence Hall Coordinators, Residence Hall Managers, etc).
2. Expect to receive positive and constructive feedback through evaluation by the Residence Hall Coordinators and other staff members as designated by the Assistant Director of New Student Programs.
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.