

Community Coordinator Job Description 2017-2018

The Community Coordinators work closely with the resident assistants and assist in building community throughout the Warren Residential Complex. The main role is to assist in the overall operations of the resident assistants (RA) in community programming, roommate mediation and assist in discipline confrontations. You are NOT the supervisor, but rather a manager for the designated area.

Secondary responsibilities include:

1. Assisting in outreach to freshmen and other community members
2. Facilities weekly checks and walk through of your area
3. Welcome Week events
4. Provide counseling referrals as appropriate
5. Schedule a weekly 1:1 with your ADRL supervisor (see the Meetings at a Glance document)
6. Schedule 1:1 with RAs (see the Meetings at a Glance document)
7. Facilitate weekly area meetings
8. Responsible for administration of area budget
9. Assist in Fall RA evaluations and Spring Exit evaluations
10. Command Performances
11. Responsible for area bulletin boards checks
12. Responsible for reviewing and approving newsletters
13. Programming
 - Provide assistance to your RA's about their programs
 - If you see someone struggling, assist with ideas
 - Keep communication open with your RA staff regarding programming
 - Help keep them on track (pre-programming forms due, reimbursements due, evaluation forms due)
 - Glass cases
 - Make sure folks are on track with submission and implementation
 - Encourage your staff to nominate programs for OTM's and Rezzies as you see fit
 - Maintain quarterly programming report (due before you leave for breaks/end of the year)
14. Office Operations
 - You each will work a 3 hour shift at Res Life each week.
15. Committees and Leadership
 - You will be assigned your committee (s)/leadership during training with the rest of staff.
16. Other duties as assigned