



Senior Community Leader Job Description

PURPOSE: The Senior Community Leader is a student extension of the Area Coordinator who helps maintain a living area that is consistent with the mission of Rochester College, The Center for Student Life, and Residence Life. The Senior Community Leader serves the Community Leaders in their buildings by creating an open and safe environment that will enable the CL's to develop to their fullest potential intellectually, ethically, socially, spiritually, and morally in the context of a community. In addition, the Senior Community Leader aids in developing intentional programs and services for their residential community. The specific qualifications and responsibilities for a Senior Community Leader are outlined below.

QUALIFICATIONS:

- Be in good academic and judicial standing with Rochester College
- Exhibit an active and growing Christian faith
- Senior or Junior with prior leadership experience at RC
- Demonstrate enthusiasm for the college, students, faculty, staff and co-curricular programming
- Posses an in-depth knowledge of the institution and its resources
- Communicates effectively both verbally and written; as well as interactively with various technologies
- Be willing to help students with personal concerns (including, but not limited to: housing, parking, social interactions, self-care, academic pressures, loneliness, etc.)
- Demonstrate sensitivity/interest in diversity/cultural differences; ability to effectively communicate with a variety of personalities
- Function effectively in a team environment
- Exhibit strong analytical and problem-solving skills
- Have the ability to prioritize multiple tasks and responsibilities

RESPONSIBILITIES:

Community Development: The Senior Community Leader will serve the Community Leaders by mentoring them, encouraging CLs to become involved in their building(s) community and campus community, and support and affirm the residents to discover and foster their unique strengths.

1. Assist AC to provide leadership for a staff of 6-9 Community Leaders.
2. Partner with AC to develop mission and vision for residence hall and CL staff.
3. Develop and maintain positive relationships with CL's through availability, accountability, creativity, credibility, and confidentiality.
4. Conduct bi-weekly 1-on-1's with 2-4 Community Leaders (rotation will be set by your coordinator).
5. Encourage Community Leaders in personal, social, spiritual, and academic development.
6. Support and challenge Community Leaders in their spiritual growth and development.
7. Promote cooperation among Community Leaders in the areas of facility upkeep, open house hours, quiet hours, etc.
8. Promote and support events on campus and within the Area Community. (support for area programming and campus programming on an as needed basis)

Administrative Tasks: The Senior Community Leader will be responsible for administrative duties related to the day-to-day operations of the area in which they serve. All responsibilities will be conducted with guidance and assistance from his/her direct Area Coordinator.

1. Responsible for assisting the AC in the facilitation of the check in/out process conducted by Community Leaders at the beginning and end of the semesters.
2. Disperse information at a weekly staff meeting as deemed by the AC.
3. Participate in a regular campus-wide on call responsibilities on as determined by the Area Coordinators.
4. Assist with reports as required by the AC (i.e. incident reports, room change requests, maintenance/housekeeping requests, intentional conversation reports, etc.)
5. Facilitate the planning and implementing community building programs each semester.
6. Perform assigned tasks in a timely and professional manner and meet assigned deadlines consistently.
7. Perform other duties as assigned by the AC

Support of Policies and Standards: As employees of Rochester College, the Senior Community Leader is perceived as a representative of the College in his/her relationships and contacts both on and off campus. Senior Community Leaders are expected to uphold institutional and residential standards and policies as outlined in, Rochester College's Student Handbook.

1. Be thoroughly familiar with Rochester College's Student Handbook.
2. Communicate all disciplinary problems promptly to the Area Coordinator along with accompanying incident reports.
3. Communicate and model behavior and policy expectations of Rochester College to residents in the residence halls and the campus community.
4. Confront inappropriate behavior when it occurs and take necessary follow-up measures.
5. Assist with conflict resolution regarding roommate problems or amongst CL staff.
6. Support and do not openly disagree with college regulations. Seek appropriate channel to discuss the issue at hand to address the disagreement.

Staff Training and Development: The Senior Community Leader is expected to participate in staff training, which is designed to develop the Senior Community Leader to have the necessary skills to perform their job and meet expectations.

1. Arrive early to campus for Fall and Spring Training. Typically the day before CLs return in order to attend Senior Community Leader training
2. Assist ACs with planning and implementing CL Training
3. Fulfill opening and closing responsibilities (i.e. Room Inventories, Maintenance/Housekeeping reports, Check In/Out Procedures, etc.)
4. Lead weekly staff meetings as appointed by the AC and individual one on ones with 2-4 CLs and AC.
5. Participate with the AC in mutual performance evaluations based on job description.

TIME COMMITMENT: Although it is difficult to quantify a ministry role like that of a Senior Community Leader, Senior Community Leader's can expect to put in at least an average of 20 hours/week. Extra-curricular activities should not conflict with the time needed to effectively perform the assigned duties of the Senior Community Leader position throughout the year. Senior Community Leaders are to be available and accessible to CLs and residents throughout the academic year.

The Senior Community Leader position is a one academic year commitment. Reappointment is not guaranteed, but is based upon an exemplary performance record and the successful completion of all interviews and applications required for returning staff. The Senior Community Leader's performance is under continuous evaluation so as to maintain the highest possible standards. Failure to meet any of the qualifications or responsibilities listed in this agreement or specified by the Residence Life Staff may result in personnel sanctions which could include, but are not limited to, verbal or written warnings, probation, or possible termination.