



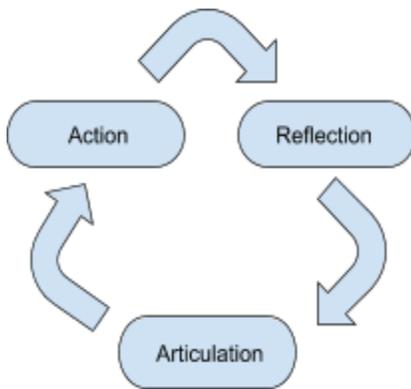
# Community Leader Practicum Description

## PRACTICUM INFORMATION:

Practicum Supervisor: Dr. Sharia Hays, Interim Dean of Students  
Office Location: Associates Campus Center, Center for Student Life  
Office Hours: Monday-Friday; 8:30am-5:00pm  
Email Address: shays@rc.edu  
Office Phone: (248) 218-2040

## POSITION DESCRIPTION:

The Student Leadership course, for Emerging Leaders, is a 150 hour practicum designed to immerse students in a rhythm of shared learning. This practicum is comprised of 1) one hour of seated class time 2) out of class office hours 3) out of class working meetings 4) execution of and attendance at events and programming. Learning begins with the student's lived experiences. Students will reflect on those experiences with one another, through course materials, and with instructors/supervisors. Students then articulate new learning in light of these shared practices to influence future leadership activity.



The practicum component of the course is the laboratory in which students participate in a lived leadership experience, test leadership theories and strategies in live leadership settings reflect on the implications of leadership experiences and influence future actions.

The Community Leader (CL) is selected to be an integral member of the Residence Life staff. The CL reports to and is directly accountable to the Area Coordinator (AC) of the building to which he or she is assigned. The CL works closely with other Residence Life staff members to serve the students of Rochester College's residence halls. The CL lives with and serves the residents of their hall by creating an open and safe environment that will enable the residents to develop to their fullest potential intellectually, ethically, socially, spiritually, and morally in the context of a community. In addition, the CL aims to provide challenge and support to the residents in their growth toward effective leadership, responsible citizenship, identity development, and personal success. The specific qualifications and responsibilities for a Community Leader are outlined below.

## REQUIRED PRACTICUM MATERIALS: TBD

## PRACTICUM RESPONSIBILITIES:

**Community Development:** The Community Leader will serve in the residence hall by mentoring residents, encouraging residents to become involved in the residential and campus community, and by supporting and affirming the residents in their efforts to discover and foster their unique strengths.

1. Provide leadership for a community of 20-50 residents within the residence hall and to actively cultivate relationships with each of their residents.
2. Develop and maintain positive relationships with residents through availability, accountability, creativity, credibility, and confidentiality.
3. Engage in intentional conversations with residents.

4. Encourage residents in personal, social, spiritual, and academic development.
5. Support and challenge residents in their spiritual growth and development.
6. Promote cooperation among residents in the areas of facility upkeep, open house hours, quiet hours, etc.
7. Promote and support events on campus and within the Rochester Community.

**Administrative Tasks:** The Community Leader will be responsible for administrative duties related to the day-to-day operations of the residence halls.

1. Responsible for check in/out of residents at the beginning and end of semesters.
2. Disperse information as deemed by the AC.
3. Participate in regular on call coverage as assigned by the AC.
4. Assist with reports as required by the AC (i.e. incident reports, room change requests, maintenance/housekeeping requests, intentional conversation reports, etc.)
5. Plan and implement 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 and Assistant Dean of Community Living.

**Support of Policies and Standards:** As employees of Rochester College, the Community Leader (CL) is perceived as a representative of the College in his/her relationships and contacts both on and off campus. CLs 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 AC 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.
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 Community Leader (CL) is expected to participate in staff training, which is designed to develop the CL to have the necessary skills to perform their job and meet expectations.

1. Arrive early to campus for scheduled Fall and Spring Training sessions.
2. Fulfill opening and closing responsibilities (i.e. Room Inventories, Maintenance/Housekeeping reports, Check In/Out Procedures, etc.)
3. Attend and participate in staff meetings and individual one on ones with the AC.
4. Participate with the AC in mutual performance evaluations based on job description.

**Student Life Emerging Leaders Program:** Emerging Leaders have the privilege of shaping the student experience at Rochester College through example, programming, leading, serving, researching, and reflection. Through the course of the academic year Emerging Leaders will:

1. Be committed to the ongoing mentoring and leadership of students entrusted into your care
2. Assist and engage in new student move-in day (Aug 22nd) and warrior weekend (beginning Aug 22nd).

#### **PRACTICUM ELIGIBILITY REQUIREMENTS:**

- Be in good academic and judicial standing with Rochester College
- Personal life supports the mission, values and goals of Rochester College
- Preferably, a Junior or Senior with previous student leadership experience
- Demonstrates enthusiasm for the college, students, faculty, staff and co-curricular programming
- Posses an appreciation of the institution and its resources
- Communicates effectively both verbally and written; as well as interactively with various technologies

- Articulate the desire to support student success by helping new students to get off to a strong start academically, socially and personally
- Demonstrates sensitivity/interest in diversity/cultural differences; ability to effectively communicate with a variety of personalities
- Functions effectively in a team environment
- Exhibits analytical and problem-solving skills
- Demonstrated ability to prioritize multiple tasks and responsibilities

**PERSONAL COMMITMENT:**

There may be no other journey quite like your Leadership experience and we hope you endeavor to make this one of the most adventurous and fulfilling of your lifetime. The Center for Student Life is here to support you, guide you, encourage you and help develop you into the leader you aspire to become. This journey is a uniquely personal one, as each leader has different personal goals and challenges. Individuals thrive in this experience by using it as an opportunity to stretch themselves, to embrace the challenges of leading and developing others, to recognize no journey can ever be perfectly planned or executed but that we must strive to do our very best. And it is the personal nature of the challenge of the Leadership program that makes it so rewarding to complete.

So take a deep breath and jump in with both feet - and know that we so look forward to working with you all on the adventures ahead!

**POSITION COMPENSATION:** Compensation for Emerging Leaders is determined by individual financial aid packages and institutional awards. The basic compensation structure for a Community Leader is as follows:

- \$1,500 stipend to be paid bi-monthly over the course of the academic year
- \$4,590 housing discount

**The 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 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.**