Live Etown.
Office of Residence Life

Job description: **Community Fellow**

Position	Community Fellow (CF)
Supervised by	Assistant Director of Residence Life for Independent Living Experiences (AD)
Office	Office of Residence Life
Period of employment	August 12, 2019 through Saturday, May 9, 2020

Position summary

Community Fellows serve as student leaders in the Independent Living Units (ILUs) which include the Hackman Apartments, Schreiber Quadrangle Townhouses, and SDLC 2.0 and 3.0 houses. The primary roles of the CF are to promote a sense of belonging and community, provide opportunities for community-based learning, and to act as a liaison between the Office of Residence Life and the community members. The Area Coordinator for the Independent Living Units provides support, guidance, and supervision to Community Fellows. Each Community Fellow must maintain a cumulative and semester GPA of a 2.5 or higher and maintain good standing with the Office of Student Rights & Responsibilities. CFs receive training before the start of each semester to enhance their skills in order to be knowledgeable resources for all students.

Hours & compensation

Though the standard number of hours that a CF works each week will vary throughout the academic year, Community Fellows should expect to dedicate an average of 5-10 hours each week to residence life responsibilities. A CF's period of employment may be suspended or terminated at any time by the Office of Residence Life if the terms and conditions of a CF's contract are not upheld. A CF must reapply if they are interested in serving as a CF during a subsequent academic year. CFs are paid $8.00 per hour, up to 85 hours per semester. CFs are encouraged to contact Financial Aid to determine if their compensation could influence their financial aid package.

Diversity & inclusion

Residence Life is committed to cultivating communities that are inclusive, affirming, and welcoming. The Office of Diversity, Inclusion and Title IX defines *an affirming and welcoming environment* as a "campus climate that promotes and respects the human dignity of all regardless of race, ethnicity, sexual orientation, socioeconomic status, religion, ability, gender, gender identity and expression, age and national origin." As key partners in this mission, CFs are expected to use inclusive language and practices.

Privacy

By virtue of my employment in the Elizabethtown College Office of Residence Life, I am privy to information about students that may be of a sensitive or private nature. I understand that I have both an ethical and moral responsibility to uphold the confidentiality of students regarding any information I receive, and that any personal or sensitive information I receive about a student during the course of fulfilling job duties may not be shared with anyone except individuals in my direct chain of command. I also have access to records and information that is confidential in nature. I understand that disclosure of this information is prohibited by the Family Education Rights and Privacy Act as amended, 1974 (FERPA). Also, I acknowledge that I fully understand that the disclosure by me of this information to any unauthorized person, could subject me to criminal and civil penalties by law and formal disciplinary action by the College.

Expectations

Community Fellows will…

- Abide by Elizabethtown College policy and procedures as represented in the Student Handbook.
- Uphold the mission of the Office of Residence Life.
- Fulfill all responsibilities outlined in the CF job description and Residence Life Student Leader handbook.
- Maintain full-time status as a student at Elizabethtown College.
- Maintain a minimum semester and cumulative GPA of 2.5.
- Work no more than 10 hours per week in employment outside of the Community Fellow position.[1]
- Attend all required events, including August and January training (rcLEAD).[2]
- Complete other duties as assigned.

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[1] *A CF may submit a written request to their direct supervisor (or designee) to exceed 10 hours a week of additional employment.*

[2] *A CF may submit a written request to the Assistant Director of Residence Life (or designee) for excusal from required events. A CF may be excused for equivalent of one full day (10 content hours) of August rcLEAD and equivalent of one half day (5 content hours) of January rcLEAD.*

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Responsibilities

Community development

- Implement *Live Etown Blueprint*
- Engage in meaningful conversations with residents
- Plan regular social and educational events for residential community
- Create and send community emails and newsletters
- Collaborate with students and student leaders, including SWAGs, to implement content-specific events
- Establish and maintain a regular presence in the assigned residential community
- Post door tags for each resident in the assigned residential community
- Post pre-made bulletin board content for residents in the assigned building
- Hold weekly office hours in the assigned building

Student support

- Connect students to campus resources as needed
- Complete lockouts for students as needed
- Collaborate with supervisor to support students as needed
- Communicate information to residents as needed or directed by ORL
- Practice risk management for assigned floor(s) and building

Administration

- Check mail daily (Monday-Friday)
- Check and respond to email daily (Monday-Friday)
- Complete reports and summaries as needed
- Hang flyers distributed to mailbox and remove old flyers
- Complete health and safety walk-throughs
- Assess rooms and common spaces for concerns prior to start of each semester and each break, and following each semester

Participation

- Uphold the mission of the Office of Residence Life
- Attend meetings as needed or directed by ORL. These include, but are not limited to: weekly team meetings; biweekly supervisory meetings; biweekly committee meetings.
- Attend training and development events as scheduled
- Participate in College-sponsored events as needed or directed by ORL. These include, but are not limited to: Leffler Lecture; Ware Lecture; Into the Streets; Into the Campus

Agreement

The content of this job description serves as a contract between the CF and ORL.

- By signing below, the CF affirms that they understand and agree to carry out the job requirements in this document.
- By signing below, ORL affirms a commitment to provide appropriate training, supervision, support, resources, and compensation for the CF.

Community Fellow

Signature of CF

Printed name of CF

Date signed by CF

Office of Residence Life

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Dominick DiLoreto
Assistant Director of Residence Life for Independent Living Experiences