Community Coordinator Position Description
University of Minnesota Duluth
Housing & Residence Life

Duties/Responsibilities:

The Community Coordinator (CC) position is an undergraduate paid leadership position required to live-on in an assigned on campus apartment. Community Coordinators are responsible for working with an Assistant Director or Leadership and Conference Coordinator to serve on campus students in one of three areas: Academic Success, Safety & Security, and Departmental Programming. Evening meetings, participation and attendance at programs/activities/events during evening and weekend hours is expected.

Programming Community Coordinator
- Attend regular meetings with supervisor (Leadership & Conference Coordinator)
- Provide supervision and management to Resource Room in collaboration with supervisor
- Assist in the coordination and development of signature department-wide programs (College Kick Off, Haunted Halls, Winter Welcome Week, etc...)
- Serve on departmental committees

Academic Success Community Coordinator
- Attend regular meetings with supervisor (Assistant Director)
- Serve as a conduct officer for low level student behavior cases
- Manage departmental Study Bucks program and plan annual Slice & Advice program
- Implement one department-wide academic success program Fall semester and implement Study Bucks Casino Night program Spring Semester
- Serve on departmental committees

Safety & Security Community Coordinator
- Attend regular meetings with supervisor (Assistant Director)
- Provide supervision to Night Manager program in collaboration with supervisor (including facilitation of Night Manager staff meetings)
- Serve as a conduct officer for low level student behavior cases
- Implement one department-wide program each semester with Campus Police
- Serve on departmental committees

Compensation Includes:
- $1000 tuition stipend (per semester)
- On campus apartment
- Meal plan or cash equivalent

Qualifications:
- 2 semesters of work or leadership experience in Housing & Residence Life
- 2.5 GPA cumulative and semester
- Good conduct standing
- Full time student

Selection Process Time Line:
- December 18th  Applications are due to Housing & Residence Life Office by 4:00pm
- January 12th  CC Interviews
- January 15th  Decision letters delivered
- January 22nd  CC Working Agreement due to Housing & Residence Life Office by 4:00pm