

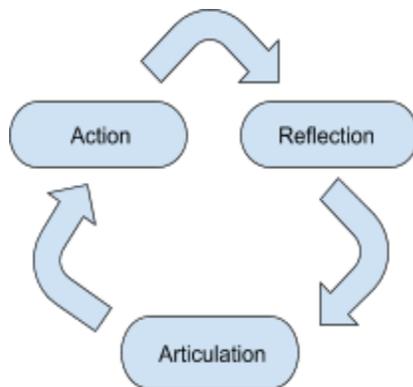


Senior Community Leader Practicum Description

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 Fellows, is a 300 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 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.

REQUIRED PRACTICUM MATERIALS: TBD

PRACTICUM 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.
6. Attend and participate in the Spring semester leadership retreat
7. Attend and participate in a 1 credit hour Fall leadership course

Student Life Leadership Fellows Program: The Senior Community Leader is a member of the Center for Student Life's Leadership Fellows program. Leadership Fellows 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, the Health and Wellness Fellow will:

1. Be committed to the ongoing mentoring and leadership of students entrusted into your care
2. Spend 1 hour per week support the efforts of Rochester College's Admissions Office through the Fall and Spring semesters. Admissions responsibilities may include: making phone calls, writing notes, conducting campus tours, attending Warrior Fridays or attending off-campus admissions events.
3. Participate in two outward facing public relations events organized and sponsored by Rochester College's Development Office. Examples may include: Partnership Dinner, President's Circle of Honor, Fletcher Center Golf Outing, Homecoming, etc.
4. Assist and engage in new student move-in day and Warrior Weekend

PRACTICUM ELIGIBILITY REQUIREMENTS:

- Be in good academic and judicial standing with Rochester College
- Personal life supports the mission, values and goals of Rochester College
- Demonstrates a personal commitment to self-care
- 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
- 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 Fellows is determined by individual financial aid packages and institutional awards. The basic compensation structure for the Health and Wellness Fellow is as follows:

- \$2,000 stipend to be paid bi-monthly over the course of the academic year
- \$500 scholarship
- \$4,590 housing discount

This 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. Performance will be evaluated to maintain the highest possible standards. Failure to meet any of the qualifications or responsibilities listed in this agreement or specified may result in personnel sanctions which could include, but are not limited to, verbal or written warnings, probation, or possible termination.