Colgate University
Office of Housing and Residence Life
COLLEGE AND GREEK HOUSE
COMMUNITY COORDINATOR CONTRACT

This contract, when signed by the Assistant Dean of the College/Director of Residential Life and, Community Coordinator, becomes an employment contract binding the two parties to the agreements stated below.

This contract is for the employment period of August 1, 2010 through May 30, 2011.

Expectations and Requirements of the Community Coordinator:

- Completion of duties outlined in the Community Coordinator position description and this contract
- Attendance and active participation in all Community Coordinator training events and Residential Life training programs and meetings, including fall and winter staff training, full staff meetings, 1:1 meetings with immediate supervisor, and staff meetings
- Maintain a standard of personal conduct consistent with the values, expectations, and responsibilities of Colgate University. Know and abide by college policies, local, state and federal laws on and off campus.

Administrative Duties:

- Dissemination of information regarding policies, conduct, administrative matters and campus events to residents
- Facilitation and proper completion of room changes, the opening and closing of residential facilities, fire safety and health and safety inspections
- Maintain accurate house rosters and monitor room changes on an ongoing basis
- Complete and submit work orders and track the completion or progress for communication with students and staff.
- Check and respond to job related emails daily, maintain the operation of a landline phone extension and check and respond to voice mails. Check Residential Life Staff Mailbox and distribute and respond to mail as needed a minimum of every other day.
- Participation in on-call coverage on a rotating basis as agreed upon by the Broad Street Community staff and the Assistant Director of Residential Education for the College and Greek Life Initiatives.
- Address and document violations of university policy including local, state and federal law.
- Attend and fully participate in all monthly Residential Life staff meetings.
- Attend weekly meetings with the supervisor and weekly meetings with the building staff.

Community Building Duties:

- Complete a minimum of one, One to One meeting, with each resident per semester. General expectations are that each staff member complete a minimum of ten thirty minute one to ones per week until all residents are completed.
- Complete all expectations and requirements associated with the Involvement Model for Community Coordinators.
- Identification of and assistance to residents with personal, social, academic or health related concerns.
- Provide information and initiate referrals to various Colgate University offices and services.
- For Fraternity/Sorority’s, partner with Fraternity/Sorority Leadership to ensure that community standards are continually addressed and high standards maintained.
- For College house communities, working with residents to promote an environment of accountability among residents to ensure that community standards are continually addressed and high standards maintained.
- Be knowledgeable of all Event Management protocol and procedures and help residents plan an effective risk management of events.
- Coordinate and educate residents on kitchen cleanliness, equipment safety, and overall sanitation.
- Work with residents and fellow staff members to identify residents’ interests and needs, and coach students in planning programs at the campus level in response.
- Encourage house participation in the Broad Street Association.
- Communication with your immediate supervisor on a day to day basis to keep him or her informed of resident concerns and behavior and to discuss appropriate means of responding.

Departmental Duties:

- Serve on at one Residential Life or Residential Education Committee and attend regular meetings
- Assist in commencement weekend activities
- Full participation in the Colgate Leadership Institute is required for employment unless attended previously
- Assist in the spring 2010 selection of new Residential Life staff members and in the spring 2010 room selection process.
Important Dates of Employment:

- Remain on the job until the residence halls officially close before each Holiday Break, Semester Break, Spring Break and the end of the school year. Consult academic calendar for official opening/closing dates by semester.
- Community Coordinators must return to campus on Saturday, August 14, 2010 and be available to complete residential life training, Leadership Institute, campus orientation and opening responsibilities through Sunday, August 29, 2010. Staff is also required to remain on campus during the first weekend of the academic year.
- Community Coordinators must return to campus for the Spring Semester 2011 on Monday, January 10, 2011 and fully complete Residential Life winter training and opening responsibilities through Sunday, January 16, 2010. Staff must remain on campus during the first weekend of the spring semester.
- Community Coordinators must remain on campus to assist with closing responsibilities through Saturday, December 18, 2010, and must remain on campus to assist with closing and graduation responsibilities through Monday, May 16, 2011.

Commitments of the Office of Residential Life to You:

- Provide training to prepare the College and/or Greek Community Coordinator to be competent in his/her job responsibilities
- Provide ongoing verbal evaluations of job performance and written evaluations each semester of employment
- Assist in the creative acquisition of resources to support floor, building and campus programs
- The Assistant Director of Residential Education for College and Greek Life Initiatives will organize weekly 1:1 meetings and weekly staff meetings for College and Greek Community Coordinators
- The Assistant Dean of the College/Director of Residential Life shall meet monthly with the Residential Life Staff
- Provide as much notice as possible when scheduling training, staff development opportunities and meetings
- Communicate residence hall and campus information routinely and in as timely a manner as possible
- Be receptive to feedback and ideas generated by College and Greek Community Coordinator staff

College and Greek Community Coordinator Remuneration:

The Office of Residential Life will provide the following stipends to Community Coordinators for the 2010-2011 academic year. The stipend is paid in bi-weekly installments, with the final payment made after completion of all semester closing responsibilities.

- Community Coordinators with more than 25 residents $2500.00 per semester
- Community Coordinators with less than 25 residents $2000.00 per semester

Terms of Employment

- Employment in addition to employment as a College or Greek Community Coordinator is generally not permitted. Rare, special circumstances related to specialized academic skills MAY be granted, but must be approved by the Assistant Dean of the College/Director of Residential Life
- Residential Life student staff members must achieve and maintain "good academic standing" which is defined as completing a semester and earning a cumulative grade point average of 2.5 or higher. A 2.5 GPA is required to qualify as an applicant and to continue employment. Final appointment for 2010-2011 is contingent upon Spring 2010 semester grade reports
- If employment is terminated, or the staff member resigns, he/she will be responsible for paying the remainder of the semester/year room rate and will be required to move to a new residential assignment within 72 hours
- Failure to meet any or all of the terms outlined in the contract may result in one or more of the following: verbal warning, written warning, probation or termination of employment by the Office of Residential Life

A Community Coordinator may be placed on probation or terminated for:

- Performance that is judged to be unsatisfactory and/or for failure to complete the terms of this contract
- Conduct and/or attitude that is considered inappropriate to the role of the Community Coordinator position
- Unauthorized use of a Colgate University key. Unauthorized use of a University key by a student staff person for any reason other than a life-threatening emergency or a check out process advertised to residents a minimum of 48 hours in advance will result in immediate termination.

Signature       Jennifer R. Adams
_________________________ Assistant Dean of the College
Student (BANNER) ID Number
_________________________ Date

The Assistant Dean of the College/Director of Residential Life retains the right to reassign Residential Life staff to a different residence hall building or floor assignment as needed.