

Community Outreach Facilitator Academic Year 2022-2023

A Community Outreach Facilitator is a student staff member of the Division of Student Services. The Community Outreach Facilitator (COF) articulates the mission, vision, and policies of the University and the Division of Student Services. The COF facilitates the social, academic, and personal adjustment of students to the residence hall and University. The COF develops a sense of community among residents as members of a floor, residents of a hall, and active participants in the residence life system. The COF serves as a positive role model to residents and peer staff members. The COF enforces the rules and policies of Residence Life and the University. The COF acts as a liaison between residents and the University administration. The COF position is a 9-month position.

COF Qualifications

- Must maintain a cumulative grade point average of 2.5 or above
- Must be a 3rd or 4th year student, have attended Science & Arts for at least 2 semesters and have 60 or more credit hours
- Must be in good judicial standing with the university
- Must demonstrate exemplary leadership, organization, service, and hospitality
- Must be enrolled as a fulltime student
- Must exhibit good judgement and critical thinking skills
- Must be a resident on campus

COF Expectations

- Must show up to work on time and as scheduled including move in and move out days
- Must be able to work well individually or as a member of a team
- Know each resident assigned by name and be aware of interests and concerns
- Identify a concern and know the resources to address the issue
- Develop appropriate relationships with residents in order to observe subtle changes in behavior
- Serve as a role model, community facilitator, programmer, responsible community leader, student and advocate by maintaining a positive relationship with students
- Utilize disciplined thinking that is clear, rational, open-minded, and informed by evidence
- Be diligent and observant. Take action to report issues or concerns
- Must maintain appropriate online presence when using social media and mass communication, such as but not limited to Snapchat, Instagram, Facebook, Twitter, GroupMe, blogging, and other social media outlets
- Must maintain confidentiality as trained by Student Services and housing staff and outlined in campus policies and procedures
- Expected to communicate with professional housing staff and seek assistance when needing support
- Know campus policies and procedures including housing policies and Student Code of Conduct
- Attend and participate in staff training sessions usually held prior to the beginning of each semester and throughout the year
- Report any issues to Housing Coordinator and Director of Student Life and Housing
- Collaborate with other areas of campus
- Attend staff meetings as scheduled

Other Employment

COFs may work 10 hours a week with another job, but it must be approved by the Housing Coordinator and Director of Student Life and Housing. The job cannot conflict with the COF position.

Annual Events Include but are not limited to

- Move in Day Celebration
- Back to School Bash

Semester Tasks Include but not limited to

- Hall decorations
- Name tags for doors
- 2 outreach programs for assigned residents

Monthly Tasks Include but are not limited to

- Collectively create a program for residents each month
- Bulletin Boards
- Connection Logs will be submitted to the Director of Student Life and Housing documenting conversations and connections being made with residents

Weekly Tasks Include but not Limited to

- COFs must check in with designated Housing Coordinator at the beginning and end of their assigned work hours.
 - Reach out to residents
 - Create program materials
 - Bulletin boards
 - Door decs
 - Hallway decorations
 - Create advertisement for programs
 - Research programing/outreach ideas
 - Complete conversation logs

Renumeration

COFs have the option to be paid for no less than 5 hours per week and up to 15 hours per week as determined by housing needs or receive reimbursed room and board. Renumeration options are:

- \$10 an hour or
- Reimbursed room and board

Financial Assistance Agreements May Affect Financial Aid Award

The federal government requires the University to monitor all the resources available to a student who receives federal financial aid. If you have applied for or are receiving student loans, grants or a work-study job, those sources of aid may be affected if you become a RA. Aid applicant should check with the Financial Aid Office to determine what financial aid adjustment, if any, might be necessary.