

## **Commuter Connection Co-Chair job description**

This position is eligible for work-study if available.

Off-Campus Living empowers students to build connections on and off campus and live with intent.

### **ESSENTIAL FUNCTIONS:**

The purpose of the Commuter Connection (CC) is to facilitate activities and events targeting commuter students and build a feeling of community among commuter students. This program is registered as a Campus Life Program (CLP) and Departmental Student Group supported and advised by the Off-Campus Living Office (OCL). CC Co-Chairs are responsible for the conduct, decisions, and representation of this student group to the University community. CC Co-Chairs understand the responsibilities inherent to officers of student groups and assist in planning, overseeing, implementing, and evaluating the Commuter Connection through the effective and efficient use of personnel, funding, resources, and campus services through Off-Campus Living. CC Co-Chairs will report directly to the Commuter Advisor and Program Director for OCL.

### **DUTIES & RESPONSIBILITIES:**

- Coordinate large-scale events and activities.
- Work with advisor to set peer advising hours in the Commuter Connection space
- Serve as student representatives to various advisory board meetings
- Serve as liaisons to commuter students for relevant information (pertinent campus information, resources, deadlines, University activities, etc.)
- Contribute to and participate in CC discord as appropriate.
- Hold up to 8 office hours per week. Office hour responsibilities include: front desk coverage of Memorial Union 204, regular officer meetings, weekly Co-Chair meetings with Advisor, and peer advising hours and presence on CC discord when applicable. Special event hours do not contribute to the weekly officer hour total.
- Recruit, lead, advise, and coordinate with CC student group officers with regards to:
  - Training and expectations
  - Event planning
  - SUA/UMN policy and procedural navigation
  - Representation on various advisory committee
- Complete program proposals, interest surveys, and evaluations as needed
- Maintain governing documents for the CC as a CLP Student Group
- Encourage members to have a sense of responsibility for one's actions and make deliberate attempts to build relationships and develop community in the CC space and with other commuter students
- Assist with the mediation and resolution of participant conflicts and challenges
- Train/transition incoming Commuter Connection Co-Chairs near completion of your position

- Examine other university commuter services and introduce new concepts to the student group and advisors for potential implementation
- Attend planning meetings held prior to the start of each semester and the yearly CC officer retreat
- Complete responsibilities assigned to each Co-Chair in relation to their specific position are located on page three. Position titles include:
  - Event and Activities
  - Room and Officer Development
  - Communications and Marketing
- Partner with Commuter Engagement Liaison staff within OCL on programming and commuter outreach
- Assist Off-Campus Living staff with other programs or duties as needed as part of the team
- Other duties as assigned

Duties may be adjusted to remote work if the University mandates a modality change during the year.

Able to work effectively, positively, and in support of all populations including those outlined in the University of Minnesota's Equal Opportunity Statement (race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression).

#### **ESSENTIAL QUALIFICATIONS:**

- Current University of Minnesota student enrolled at least half-time.
  - (undergraduate student, 6 credits; graduate student, 3 credits)
- At least two semesters coursework at university/college level.
- Must be able to hold office hours for an average of 8 hours a week..
- Excellent time management skills.
- Strong organizational, administrative, customer service, and leadership skills including the ability to effectively communicate, delegate, and work to develop a committee.
- Superb planning and organization skills, strong interpersonal communications skills and strong detail orientation.
- Ability to work well within a diverse community of traditional as well as non-traditional students.
- Some background with the commuter student experience.
- Ability to receive and delegate tasks.
- Desire to work in a team-focused atmosphere.
- A minimum cumulative GPA of 2.50 to be maintained throughout and reviewed each semester.

#### **PREFERRED QUALIFICATIONS**

- Prior event programming and/or event coordination experience.
- Prior background and/or knowledge of the CC.

**COMPENSATION:** A salary of \$13.00/hour (increasing to \$15/hour on Sept. 26) for approximately 8 -10 hours per week. The position is eligible for work study funds should they be available.

**TIME COMMITMENT:** approximately 8 -10 hours per week (average week to include office hours in Memorial Union 204 or student outreach, 1-2 hours average for organization meetings and staff

meetings each week with additional hours as needed for connecting with assigned committee related to staff focus areas and staff development throughout the semester).

#### **APPLICATION INSTRUCTIONS**

- Send Resume and Cover Letter to Kendre Turonie ([turon001@umn.edu](mailto:turon001@umn.edu)), the Program Director for Off-Campus Living. Please include ideas for improving the Commuter Connection student experience in your cover letter and how you can impact the organization in a positive way.
- Applications are being accepted on a rolling basis until position is filled.
- All questions can be directed to Kendre Turonie ([turon001@umn.edu](mailto:turon001@umn.edu)), 612-625-8939)

*\*The employer reserves the right to change or add duties to this position as long as the changes and/or additions are consistent with the job classification.*

## CO-CHAIR POSITION DESCRIPTIONS

### **Room & Officer Development Co-Chair:**

The Room and Officer Development Co-Chair is responsible for recruiting officers and coordinating the development of the CC Officer Team. The Room and Officer Development Co-Chair is responsible for coordinating the yearly officer retreat in conjunction with the Advisor. The Room and Officer Development Co-Chair will work with the other two Co-Chairs to develop content for the weekly officer meetings and ensure the CC officers have training and support to coordinate events. The Co-Chair will facilitate the process for officer participation in campus-wide events such as Paint the Bridge and all Activities Fairs.

The Room and Officer Development Co-Chair is responsible for the physical Commuter Connection office space. The Co-Chair will be responsible for informing officers and members of our clean room policies as well as coordinating supplies to ensure space is a welcoming environment for all commuter students. The Co-Chair is responsible for facilitating Co-Chair meetings and relaying U of M activities and CC events to students through weekly emails. The Room and Officer Development Co-Chair will also coordinate the annual student group re-registration process and check the group's mailbox in 126 Memorial Union on a regular basis. All co-chairs are responsible for supporting the co-chair team. Other duties may be added to each position on an as needed basis.

### **Communications & Marketing Co-Chair:**

The Communication and Marketing Co-Chair will develop and execute a communications plan/calendar that involves communicating with the membership using tools such as websites, blogs, newsletters, social media, etc. The Co-Chair will provide relevant information (i.e. events, announcements, stories, photos, documents, etc.) to the officers. The Communications and Marketing Co-Chair will have a good understanding of social media and be able to run and update Commuter Connection Facebook, Twitter, or other social media tools as needed. The Co-chair will create and execute communication strategies necessary to increase awareness of Commuter Connections accomplishments, and actions, and more directly involve the campus community in the workings of the CC. The Communication and Marketing Co-Chair will design and create marketing materials for Commuter Connection Events, maintain and update Commuter Connection logo as needed, and research promotional materials that could be used to increase awareness of the Commuter Connection. The Communication and Marketing Co-Chair will work with the OCL Advisor or Program Director as needed to ensure CC communications meet the standards of the University as a campus life program organization. All co-chairs are responsible for supporting the co-chair team. Other duties may be added to each position on an as needed basis.

### **Events & Activities Co-Chair:**

The Events & Activities Co-Chair will work with the other Co-Chairs to plan, coordinate, and implement the Commuter Kick-off events that are a part of Welcome Week. The Co-Chair will also serve as the main coordinator of additional large-scale events such as the second semester Commuter/Transfer Welcome Event, open houses once per semester, and Commuter Appreciation week. In addition, the Co-Chair will initiate, plan and organize the monthly breakfasts, social or educational programs, and CC involvement in intramural sports activities when applicable or other recurring events as needed for the organization. The Events & Activities Co-Chair will maintain records and sign-in sheets of events and programs and serve as the liaison to the U of M's Parent Program or other units as identified by OCL. All co-chairs are responsible for supporting the co-chair team. Other duties may be added to each position on an as needed basis.

## **OPPORTUNITIES FOR SKILL DEVELOPMENT:**

Students participate in experiences outside the classroom which allow them to develop and demonstrate life skills. These skills and characteristics for success and citizenship are learned and refined during their college years and beyond. The Office for Student Affairs has developed seven “Student Development Outcomes” that Student Life has incorporated into the student leadership positions in the division. Here is a listing of the Student Development Outcomes with some examples of how you can learn or further develop your own skills set.

### **RESPONSIBILITY/ACCOUNTABILITY**

- Actively supports policies in daily job and confronts policy violations
- Attends and contributes to all scheduled meetings and skill building sessions suggesting future agenda items and topics
- Takes on a leadership role among co-workers and is comfortable training in new employees and volunteers
- Arrives on time for all scheduled shifts
- Acknowledges when mistakes occur and knows when supervisor should be alerted

### **INDEPENDENCE/INTERDEPENDENCE**

- Able to share new ideas and initiatives with supervisor and co-workers that will improve work area
- Works without supervision and is the point person for co-workers when there is an issue
- Able to manage time to complete special projects and tasks assigned
- Seeks instruction or clarification from supervisor when unclear of tasks, procedures or how to correct errors
- Communicates effectively with supervisors; keeps supervisor informed and uses good judgment on when to defer questions, complaints, and issues
- Works effectively with co-workers in teams and independently

### **GOAL ORIENTATION**

- Takes on additional tasks and duties without any direction from supervisor
- Anticipates alternative ways to finish tasks in a more efficient manner
- Can prioritize tasks by importance and time constraints
- Makes progress and improvements in job performance as experience grows
- Responds well to goals and training set by supervisor as needed

### **SELF-AWARENESS**

- Assess own weaknesses and strengths and uses this knowledge to better work performance
- Communicates effectively and professionally in both verbal situations and in a written format
- Can separate the demands of the job and customers from personal concerns and ego

### **RESILIENCE**

- Role model to other employees by meeting expectations regularly and routinely and understands rationale for expectations
- Can handle last minute changes to tasks and can work under time constraints
- Is able to learn from a bad experience and knows how to prevent them from happening in the future
- Accepts instruction/constructive criticism from supervisor
- Able to work through difficulties when they arise

### **APPRECIATION OF DIFFERENCES**

- Role models respectful behavior toward all customers, peers and supervisor and expects same behavior from others
- Willingness to learn from others who have different backgrounds
- Understands differences in customers and peers and treats everyone respectfully
- Tolerant of the values and beliefs of others

**TOLERANCE OF AMBIGUITY**

- Creates new and challenging initiatives for work area
- Has been cross-trained in areas across the unit and can provide training to peers
- Embraces a task without assurance of success or certainty about the outcome
- Able to undertake a project with little or no direction and seek out information independently of Supervisor
- Employs problem solving skills, uses good judgment, and refers to supervisor when appropriate
- Can embrace a duty or task without a personal need to fully agree or completely understand the reasons of the organization or supervisor