

Off-Campus Living  
University of Minnesota

## **Renter Ed Liaison 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. Renter Ed Liaisons will create and disseminate digital marketing materials to promote knowledge about renting and rental resources for University of Minnesota – Twin Cities students. They partner with Neighborhood Liaisons to facilitate community organizing strategies to connect renters with local resources to improve their rental experience.

### ***Job responsibilities:***

Renter Education Liaisons agree to:

- Distribute information and resources through marketing via Twitter, Facebook, Instagram, YouTube, Tiktok, newsletter, tabling sessions, and door to door engagement;
- Create or edit educational materials such as YouTube, Instagram or Tiktok video clips, Off-Campus Living Guide, Facebook Videos, GopherLink, monthly newsletters, and brochures;
- Create, plan, market, and execute renter education oriented events and projects both on and off-campus (including Renter Ed Workshops and Off-Campus Housing Fair);
- Talk with students about renting off-campus;
- Help administer the Roommate Finder tool and our FB Housing group;
- Be a liaison to Apartment complexes and property managers on behalf of the department as needed;
- Be a resource for others renting in the neighborhood; and
- Be a positive ambassador of the University of Minnesota on behalf of Off-Campus Living.

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

***Expectations:*** Liaisons will participate in training at the start of each semester in Off-Campus Living and attend staff meetings every week throughout the semester (day/time to be determined). Additional staff development opportunities will be available through the semester. Hired staff should make themselves available to attend the training and professional development sessions each semester.

***Time Commitment:*** Liaisons are expected to do on average 10 hours of work per week (average week to include 1 -2 hours mandatory staff meetings, 3 hours event planning/implementation, 4 hours project work) with additional hours as needed for connecting with stakeholders related to staff focus areas and staff development throughout the semester.

***Compensation:*** An hourly wage of \$13/hour (rising to \$15/hr on Sept. 26) during the academic year with the possibility of summer employment. Liaisons will also have monies available to support event planning for renter education and collaborative campus wide events each semester. Position eligible for workstudy if available.

***Minimum requirements:*** Reliable, energetic person with flexible time in schedule and ability to embrace ambiguity; excellent written and verbal communication skills; prior community organizing

experience helpful; undergraduate or graduate and professional student status required (minimum credit loads apply); sincere interest in improving renter education; and ability to work independently and within a team. A self-starter, the ability to think on your feet, highly motivated, attention to detail, and resiliency in tough situations are a must.

**Deadline:** Hiring for fall 2022-spring 2023 currently; One position anticipated. Position is open until filled, application review in process.

**Supervision:** Position reports to Liaison Advisor and Kendre Turonie, Program Director for Off-Campus Living.

**Office location:** 17 Appleby Hall, 128 Pleasant St SE, Minneapolis, MN 55455

## **HOW TO APPLY:**

**Individuals interested in the position may submit a cover letter along with a resume via the online employment system. Please include in the cover letter your perceptions of current concerns and issues facing student renters and property owners in the neighborhoods surrounding campus and any solutions or ideas you have for these issues.**

Applications (and any questions) can be directed to Kendre Turonie, Program Director for Off-Campus Living at 612-625-8939 or [turon001@umn.edu](mailto:turon001@umn.edu).

*\*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.*

## **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