Community Leader Position Description

Community Leaders serve as mentors and role-models to Wagner College students. Community Leaders are central to the transition of new students to Wagner College, foster connections among students in their Learning Communities, and serve as resources for students. As a member of the CL team, CLs are essential to establishing a healthy campus community by emphasizing scholarship, achievement, leadership, and citizenship and inspiring new students to get involved on campus. CLs lead orientation in August and January and facilitate development sessions on the first year experience.

Please contact sea@wagner.edu or deansoffice@wagner.edu for questions about the position.

Qualifications:

- Community Leaders must be in good standing with the college in order to be considered for the position.
- Must be a sophomore, junior, or senior for the 2021-2022 academic year.
- Exhibit maturity, patience, and serve as a positive influence of Wagner College
- Maintain a 2.5 cumulative GPA.
- Knowledge of First Year Program
- Knowledge of Wagner College academic and social events

Note: Students serving as Resident Assistants or Bonner Leaders are not eligible to serve as Community Leaders or Orientation Coordinators.

Two Types of Community Leader Positions

1. Community Leader - Orientation Only (Fall 2021)
2. Community Leader - Year-round (Fall 2021 and Spring 2022)
   a. All First Year Student Focused
   b. All New Commuter Student Focused
   c. All New International Student Focused

Community Leader - Orientation Only Responsibilities

New Student Orientation
1. Lead a New Student Orientation group for Fall 2021 and support their transition into the Wagner community.
2. Help establish affiliation with Wagner College
3. Facilitate the following trainings: Intercultural Awareness Workshop and Bystander Intervention (Please be advised that trainings may change in accordance to needs)
4. Arrange activities in conjunction with SEA for Week of Welcome kickoff

Community Building
1. Create a supportive and successful learning environment for students
2. Be friendly and approachable to students
3. Serve as a resource, provide information, and provide referrals for academic, social, and wellness resources
4. Encourage colleagues to support each other’s programs.
5. Role model quality and intentional programs and student interactions.

Administrative
1. Communicate regularly and check-in via e-mail or GroupMe with your LC students
2. Check your Wagner e-mail at least once a day.
Community Leader - Year Round Responsibilities

New Student Orientation
1. Lead a New Student Orientation group for Fall 2021 and Spring 2022 and support their transition into the Wagner community.
2. Help establish affiliation with Wagner College
3. Facilitate the following trainings: Intercultural Awareness Workshop and Bystander Intervention (Please be advised that trainings may change in accordance to needs)
4. Arrange activities in conjunction with SEA for Week of Welcome kickoff

Community Building
1. Create a supportive and successful learning environment for students
2. Be friendly and approachable to students
3. Serve as a resource, provide information, and provide referrals for academic, social, and wellness resources
4. Encourage colleagues to support each other’s programs.
5. Role model quality and intentional programs and student interactions.

Administrative
1. Communicate regularly and check-in via e-mail or GroupMe with your LC students
2. Check your Wagner e-mail at least once a day.

Student Development
1. Plan social and education events for orientation and monthly during the semester
2. Perform live in person or virtual trainings as needed (IAW,Bystander Intervention)
3. Communicate with FYP faculty members to track student success and progress
4. Identify and support students that experience academic and social transitional challenges.
5. Help new students establish knowledge about campus resources including academic & career support and student organization and leadership development.
6. Monitor participation of first year events
7. Participate in training to lead virtual spring orientation sessions

Additional Information
Commuter Student Focused
In addition to providing support for the new student group that they will lead, 1 to 2 community leader positions will provide focused engagement and support to commuter first year students. This community leader will be responsible for connecting with SEA and Commuter Student Group to help new commuter students navigate the campus and adjust to a new environment.

International Student Focused
In addition to providing support for the new student group that they will lead, 1 community leader will provide focused engagement and support to new international students. This community leader will be responsible for connecting with the Center for Intercultural Advancement to help new international students navigate the campus and adjust to a new environment.

Mentor and Role Model
As a visible mentor and role model for students at Wagner College, Community Leaders who are responsible in representing the College will strive to conduct themselves with professionalism and integrity. Personal conduct should uphold the Student Code of Conduct and reflect the mission of Wagner College.
Mandatory Training Dates and Time Commitment

Please note that dates may be subject to change.

All Community Leaders

1. All CL Meeting - Wednesday, May 12th at 8:30PM
2. Virtual Summer Training Sessions
   a. Monday, July 5th @ 8:00PM EST
   b. Monday, July 12th @ 8:00PM EST
   c. Monday, July 19th @ 8:00PM EST
3. Five Week Virtual Engagement With New Students
   a. Week of July 19th
   b. Week of July 26th
   c. Week of August 2nd
   d. Week of August 9th
   e. Week of August 16th
4. Fall 2021 In Person Training + Orientation: August 21st to August 29th

Year Round Community Leaders

All elements in the previous list including:

1. Weekly team meetings
2. Serve as a resource for 35-40 First Year/New students
3. Email your group at least once every two weeks and follow up with students of concern.
4. Hold one program a month - four in each semester.
5. Lead Spring 2022 Orientation (dates TBD)
6. Work Convocation and May 2022 Commencement

Compensation:

Year Round Community Leaders

1. $500 per semester; $1000 during the academic year.
2. Meals and housing (for CLs that will reside on campus) during August training
3. Early move-in for Fall (for CLs that will reside on campus)

Orientation-Only Community Leaders

1. $100 stipend
2. Meals and housing (for CLs that will reside on campus) during August training
3. Early move-in for Fall (for CLs that will reside on campus)

This position description and contract is subject to change in accordance with the best interest of the Campus Life and students. By signing this contract, I understand that the appointment to the position of Community Leaders may be terminated if staff needs change and the position itself is eliminated or if I fail to abide by the conditions outlined in the Community Leader contract.

Your Name (Print:)

___________________________________________

Your Signature and Date:

___________________________________________

Asst. Dean Signature:

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