

TOKYO INTERNATIONAL UNIVERSITY OF AMERICA

- Position Title:** Community Coordinator
- Work Schedule:** **March 19, 20, 21** (Assist with Community Associate interviews)
April 25, 26, 27 (Summer Residential Staff Orientation)
May 1 – August 31 (full-time) - includes required training and orientation with WU and TIUA departments
- Reports to:** Assistant Director of Residence Life & Wellness Services and the Associate Director of Co-Curricular & Intercultural Education
- Compensation:** \$ 6,400 total (4 equal payments in May, June, July, and August) + Room (Apartment) and Meal Plan

General Description:

The Community Coordinator manages the living and learning environment of Kaneko Commons during the summer (6-week academic session <May/June> and summer break period <July/August>). Management of Kaneko Commons in the summer involves the development and implementation of residential programming and the supervision of residents so that there is a living environment conducive to academic success and supportive of the physical, social and emotional well being of all of the residents of Kaneko Commons. Under the direction of the Assistant Director of Residence Life & Wellness Services and the Associate Director of Co-Curricular & Intercultural Education, the Community Coordinator helps to train and supervise student staff members that work as Community Associates. The work of managing the residential environment also requires close coordination and ongoing communication with the Director of Campus Life & Academic Services, the Business Manager, the Director of Academic Affairs, and various other offices within TIUA and Willamette University.

Minimum Qualifications:

- One year of residence hall staff experience, preferably at Willamette University.
- Management experience or other experience as a member of a professional working group.
- Cross-cultural experience preferred.
- An understanding of and sensitivity to other cultures.
- Demonstrated to be highly responsible and to have mature decision-making ability.
- Strong interest and commitment to working with students, staff, and faculty members
- BA/BS degree (conferred by May 2008).
- Meet the travel procedure qualifications set by Willamette University, which include having a valid U.S. driver's license and a minimum of 2 years of driving experience, a good driving record certified by Willamette University, and passing the "Coaching the Van Driver" training test.

Specific Duties:

- Complete individualized training by May 7, 2008.
- Help interview and select Community Associates during the appointed week (TBA).
- Work with and supervise the Community Associates, under the direction of TIUA Campus Life staff.
- Under the direction of TIUA Campus Life, design and implement an ongoing residential programming plan for the residents of Kaneko Commons.
- In collaboration with TIUA Campus Life, the Director of University Relations and Special Programs, and the Director of Academic Affairs, develop residential programming plans for any special programs administered by TIUA.
- Under the direction of TIUA Campus Life, provide orientation, ongoing education, and enforcement of WU/TIUA residence life policies for all summer residents, with a focus on safety - including policies governing the usage of alcohol. This requires programming that is proactive, preventative, and ongoing in nature.
- Report incidents to supervisors and facilitate continuous two-way communication.
- Provide a weekly plan and posted schedule for all activities, ensuring that residents, staff and faculty are informed of activities in a timely manner.
- Meet with supervisors on a mutually agreed upon schedule, to review ongoing management of the residential program and to discuss any incidents. Such meetings occur at least weekly but may be more frequent if needed.
- If an incident occurs, discuss the appropriate response with supervisors in terms of policies and possible sanctions, keeping in mind the health and safety of the students and the educational nature of the program. Maintain accurate records of incidents and outcomes.
- Manage conduct meetings in response to incidents, under the direction of TIUA Campus Life staff.
- Under the direction of TIUA Campus Life, and in collaboration with the TIUA Business Manager, coordinate the moving in and out of students. This includes assisting with the storage of students' personal items during the summer break period.
- Report the number residing in each wing to the TIUA Business Manager, who coordinates with WU Housekeeping and Facilities Management.
- Report any problems with the facility to the TIUA Business Manager.
- Manage the Community Associate duty schedule, ensuring there is effective communication about any changes.
- In coordination with TIUA Campus Life and WU Campus Safety, supervise the transportation of residents to the hospital or urgent care in case of a medical emergency.
- Engage in ongoing professional development activities.
- Keep regular office hours, as set in collaboration with TIUA Campus Life.
- Adhere to all policies and procedures for employees of TIUA.

Application Procedure:

- Submit resume, brief cover letter, a Community Coordinator application and two personal reference forms completed by supervisors or faculty/staff members.
- Application due: **February 25, 2008** by 5pm; interviews: **Week of February 25th.**

- Send to: Tomoko Harpster, Assistant Director of Campus Life & Academic Services, 1300 Mill Street SE, Salem, OR 97302, Office # 228.
Email: tharpste@willamette.edu), Phone: 503-373-3300.