The Office of Summer and Non-Degree Programs seeks to hire staff to support its GW Pre-College and International Summer programs. We are currently hiring for two Community Specialists. The Community Specialists (CS) are supervised by the Student Life Coordinator. The Community Specialists will provide the Program team with logistical, administrative, and planning support. During the program, the CSs reside on the Mount Vernon campus and are assigned to supervise the Pre-College Community Facilitators (CFs). Additionally, the CSs support the Pre-College & International Summer program staff with residential management to ensure efficient programming, application of GW’s Protection of Minors Policy, assistance with student conduct and judicial issues, proper emergency response, development of safe community living, as well as enforcement of program standards and policies. The CSs also aid in responding to parental and student inquiries. This position will be required to work a non-standard schedule including shifts that begin/before 9 am and end after 5 pm. Background checks will be conducted on all applicants.

DUTIES AND RESPONSIBILITIES

Supervision and Management
- Be accessible and on-call to respond to issues.
- Participate in residential staff training
- Assign schedules for daily activities of the Community Facilitators, with the Student Life Coordinator
- Attend weekly senior staff meetings with Program team and conduct weekly meetings with residential staff
- Serve as the primary point of contact for assigned Community Facilitators (CFs) to address residential issues and to facilitate a residential environment in which all residents are respected and safe.
- Ensure that CFs are actively involved in the development of the community and programs for their floors through regular residential hall meetings and after curfew programming
- Provide on-going job performance evaluation, support and written performance appraisal for CFs

Student Codes of Conduct & Community Standards
- Set, enforce, and document clear conduct expectations based on university and program policies & regulations with Student Life Coordinator
- Serve as the primary point of contact for student conduct issues on the Mount Vernon Campus, and be available to RAs and consult with Program Directors on more serious cases.
- Serve as the primary point of contact for parents after business hours.
- Ensure students receive assistance with their housing-related situations as appropriate, including personal problems, roommate concerns and academic issues
- Ensure that disciplinary procedures are immediately implemented and appropriate to the maintenance of a short-term residential program, especially for minors; Follow-up with residents regarding incidents and completion of assigned sanctions
- Document policy and codes of conduct violations
Community Education and Academic Support
- Promote community development in residence halls and throughout the program
- Promote participation in co-curricular and extracurricular programs and services
- Promote student learning throughout program
- Be knowledgeable of resources and refer students to the appropriate area; provide assistance and resources to students

Crisis Intervention/Response
- Work with GW Full-time Program Staff, MVC Community Coordinators, GW Police Department, Office of Health & Safety, Counseling Center, and other agencies in immediate response to incidents in the residence halls
- Exercise sound judgment and ethics to handle situations appropriately
- Serve in on-call rotation with other professional staff members
- Direct and respond to fire alarms and other emergencies
- Use sound judgment to assess the safety and physical conditions of the residence hall facilities
- Assist emergency responders and University Professional Staff in the event of a crisis incident
- Be accessible by department-provided cell phone 24-hours per day

Administrative Responsibilities
- Organize program supplies
- Anticipate programmatic and administrative issues and recommend appropriate responses.
- Assist with special projects and administrative duties assigned by the Program team.
- Other duties as assigned.

QUALIFICATIONS
- Candidates must have strong organizational, communication and substantial leadership experience
- Full-time undergraduate or at least part time graduate students in a degree-granting program; must have completed at least four semesters of undergraduate coursework prior to the period of employment
- Relevant experience in programming, event planning and logistics
- Ability to work in a fast-paced environment
- Having experience working with high school students is preferred
- The CS position is considered to be a full-time live-in appointment. Outside commitments must not exceed 10 hours per week, take place on weekends, or after 4:30 pm on weekdays, and must be approved by the Director of Summer and Non-Degree Programs.

COMPENSATION
- $19.00/hour
- May serve to satisfy practicum requirements, with department approval
- Housing and dining (Mount Vernon Campus) for Summer Session I and II (May 21, 2023 - August 18, 2023)
- CPR/AED Training will be provided.

*GW is an EEO/AA Employer*

To apply: All members of the GW community, please submit all applications, with the necessary documentation, through the GW Student Employment Jobs Portal.