

# 2019-2020

## Commuter Student Coordinators

### Position Description

Commuter Student Coordinators serve as an integral part in the continued engagement and retention of our commuter student population at Hamline University. Coordinators are responsible for the development of specific events and informational resources for commuter students on campus, and work to provide a campus culture and community that supports the needs of commuters. Qualifications Commuter Student Coordinators must:

- Be enrolled as a full-time undergraduate student
- Have a cumulative GPA of at least 2.5
- Be a commuter student and not live on campus or in university-owned housing
- Be able to make this leadership opportunity a priority
- Demonstrate team leadership, responsibility and inclusivity
- Understand and respect the diversity of all students
- Be knowledgeable of the campus and the support resources available to students
- Be able to serve as a coordinator for the 2019-2020 academic year

### Job Duties

Piper Preview, Piper Passages & Training:

- Host the commuter student breakout session for First Year commuter students during Summer Orientation and Registration (SOAR). SOAR consists of six orientation sessions total during the summer. Dates to be available: 6/17, 6/19, 6/21, 7/15, 7/17 and 7/19
- Host a commuter student welcome event on Sunday of Fall Orientation (9/1) for all First-Year commuter students
- Attend all trainings including: one full day of training in May 2019 (time will be set based upon availability of staff), one full day of training in August 2019 (time will be set based upon availability of staff) prior to the start of the academic year, and one-half day retreat in January 2020

### Ongoing responsibilities:

- Attend monthly staff meetings and one 30 minute one-on-one meeting per month with supervisor

- Plan monthly social/educational events for commuter students per semester
- Plan two special topic events - one during fall semester and one in the spring - for commuter students (i.e. concerning public transportation access, parking tips on campus, a service project for the community, etc.)
- Host weekly commuter student community hours in the Commuter Lounge to maintain an active presence Monday through Friday, including tasks such as: updating bulletin boards, fulfilling locker requests, maintaining cleanliness of the space, checking in with students in the lounge on their current needs and wants, etc.
- Maintain an active commuter student social media presence on the Commuter Connections Facebook page
- Attend Hamline Undergraduate Student Congress (HUSC) General Assembly and Hamline University Programming Board (HUPB) meetings on rotating basis to stay informed on campus programs, policies, and general information

#### Compensation and Benefits:

- \$9.86/hour for 10-15 hours per month for the duration of contract (September 2019-May 2020) with a majority of time spent hosting hours in the commuter lounge.
- All meals during trainings
- The satisfaction of knowing that you are making a difference for commuter students!

**Questions? Contact Amanda Hager, New Student Programs Graduate Assistant and Commuter Student Coordinator Supervisor, at [ahager02@hamline.edu](mailto:ahager02@hamline.edu) or 651-523-2165**