

LLC Student Coordinator



Living Learning Community Student Coordinator

Job Description

Office of Campus Living/Lewis & Clark College

Tel: (503) 768-7123/ Email: living@lclark.edu

Purpose The LLC coordinator, in conjunction with other members of the LLC Leadership Team, is responsible for promoting student learning and engagement with all LLC residents through educationally purposeful programs and interactions.

Role

- Support the programmatic development of a Living-Learning Community
- Strengthen resident connection with the LLC and LLC members
- Develop administrative skills, leadership experience and deepen connection to campus community
- Provides resources and support for students living in LLCs through programs and administrative functions
- Role models appropriate behavior as a representative of Campus Living

Duties

- Provide administrative support to assigned LLC
- *Create, coordinate, and execute* programming that align with the LLC topic area
- Participate in semi-regular meetings about LLC programmatic development
- Monitor and regularly update LLC social media and web presence
- Lead regular Community Council meetings
- *Other duties as assigned*

Qualifications

- Full time student in good academic standing
- Completed and signed residence hall contract according to the procedure outlined by the Office of Campus Living
- Registered to live in the LLC in which they would work for the upcoming academic year
- Ability to prioritize LLC Coordinator responsibilities
- Willingness to initiate communication with LLC Community members
- Ability to work on a team and communicate effectively

Preferred Qualities

- Work study eligible
- Interest and background in the LLC content area
- Program development or event planning experience
- Proficiency in social media and office applications
- Problem solving and critical thinking skills

Compensation ***\$12.00/hr and Approximately 3-5 hours/week***

To apply Submit cover letter outlining interest in the position and a resume

The Student Coordinator will report to the Area Director of their assigned area. If you have further questions you can contact the Assistant Director of Campus Living at jgardner@lclark.edu.