

Commuter Program Student Worker

Position Summary:

The Commuter Program exists to provide opportunities which help off campus students thrive and belong at King's. The Commuter Program Student Worker (CPSW) is responsible for ensuring that the commuter program's activities align with its missional mandate. This includes planning and running programs which take account of the scheduling needs of commuters. The Commuter Program plays a pivotal role alongside the Student Life Department in fostering community in a way that is consistent with Christian values and fosters healthy, nurturing relationships among commuter students and the entire student body. During term time, the Commuter Program Student worker will work around 10 hours per week at \$15.00 an hour.

Employment Dates: August 22, 2022 – April 18, 2023

Reports to:—Residence Life Coordinator / Community Life Coordinator

Qualifications for all Student worker positions:

- Open and willing to serve within a Christian context
- Support the King's mission and vision as well as demonstrate a commitment to King's community values
- Maintain a current and cumulative GPA of 2.0 or above
- Registered in at least your second academic year at King's throughout term of position.

Expectations for all Student Worker positions:

- Perform all designated position duties and assigned responsibilities.
- Maintain a current and cumulative GPA of 2.0 or higher throughout the term of this agreement. I understand that my supervisor will have access to my grades.
- Serve as a role model by demonstrating integrity inside and outside of the classroom.
- Set an example for what a successful student looks like by participating in activities throughout the year and contributing to King's community life.
- Demonstrate sensitivity toward diversity issues through friendship and advocacy for all students.
- Have a working knowledge of and abide by the regulations, policies, and procedures of King's as described in the Student Handbook and, if living on campus or visiting residence, abide by the Community Living Standards and Residence Life Agreements.

Qualifications for Commuting Student Worker role:

- Ability to develop strong interpersonal relationships
- Ability to work in and lead a team of peers
- Ability to communicate effectively
- Ability to balance one's time effectively inside and outside school and be organized
- Ability to be creative and flexible in your approach to providing programming for your peers amidst the changing times

- Confidence in leading groups of students
- Self-motivated and accountable

Responsibilities:

- Meet regularly with the Residence Life Coordinator.
- Plan, Oversee, implement, and deliver programming for commuter students.
- Attend orientation (fall and winter) to welcome commuter students to King's.
- Intentionally develop relationships with commuter students throughout the year.
- Oversee, plan, and attend monthly commuter events
- Take responsibility for all Commuter programming as well as oversee the other programs.
- Coordinate and staff weekly drop-in office hours.
- Oversee and attend a once a month meet and greet breakfast for commuters.
- Produce a biweekly email for commuters.
- Ensure the various media and communication platforms (Instagram, notice boards and sidewalk displays are up to date.)
- Stay current with COVID guidelines.
- Collaborate with other student life, student workers.

Key Dates: Mandatory training will be provided.

Remuneration:

- The Commuter Program Student Worker will be paid \$15.00 an hour. Payment is processed through King's payroll. This is based on 10 hours/week.

Other:

- Free admission to the Fall Student Retreat.

Please Note: Irregular hours; must be prepared to work on some evenings and weekends