



UWM Neighborhood Housing Office 2008-2009 COAST Leader Position Description

POSITION: COAST (Community Outreach and Assistance for Student Tenants) Leader

SUPERVISOR: Neighborhood Housing Office Coordinator

SCOPE: COAST Leaders are students hired, trained, supported, and supervised by the Neighborhood Housing Office to serve as a peer educator and resource for identified student neighborhoods. COAST Leaders are not in a position to set rules or guidelines for their street's residents or enforce local or community laws. COAST Leaders will however have the opportunity to program, network, and communicate with their surrounding neighbors (including student tenants, landlords, and long-term residents) to create a stronger sense of community for all.

QUALIFICATIONS:

Minimum Qualifications

- A University of Wisconsin-Milwaukee student enrolled full-time in an undergraduate (12 credits) or graduate (8 credits) degree program;
- A 2.5 cumulative GPA;
- Good conduct standing with the University (i.e. not currently on disciplinary probation);
- Living off-campus and in an area designated by the Neighborhood Housing Office to have a COAST Leader for the semester hired (flexible); and
- Satisfactory completion of training is required for employment.

Desired Qualifications

- Leadership potential as evidenced by previous leadership experiences and recommendations;
- High level of maturity exhibited in sound judgment, flexibility, strong communication skills and willingness to accept responsibility;
- Strong interpersonal skills through proven ability to interact effectively with others and as perceived through the interview process; and
- Experience living off-campus either near or around the UWM area for at least one academic year (flexible).

Time Commitment: There are some very specific expectations in which a time commitment can be measured (i.e. weekly group supervisions, bi-weekly staff meetings, weekly written updates and semester program requirements), but it is recognized that the COAST Leader position requires a flexible time commitment based on fulfilling the job expectations. No minimum or maximum number of hours can be designated; however, the

expectations could probably be accomplished between a flexible 5-10 hours per week depending on the COAST Leader's pace of work.

Residency: There have been several streets identified as having a high concentration of students and would benefit from having a COAST Leader. The office would like to hire students who live on these identified streets; however other off-campus streets will be considered. Attempts will be made to assign COAST Leaders to neighborhoods near their residence.

Salary: COAST Leaders will receive a \$1300 stipend per semester paid out at \$260 per month (September to June)

ESSENTIAL FUNCTIONS:

Student Relationships:

COAST Leaders strive to help each student develop to their full potential as a person, a student, and a member of their residential and University community. In their multiple roles (i.e. peer, educator, and administrator), COAST Leaders role model appropriate respect for the health, safety, welfare, and rights of all members living in the designated neighborhood. Each COAST Leader is expected to:

- Meet and continue contact with the residents in the assigned neighborhood;
- Assist students with general concerns or refer students to the University, city, and/or community resources when appropriate;
- Spend time communicating with students in the assigned neighborhood to assess student needs, and ensure that the information is accurately transmitted to the Neighborhood Housing Office in a timely manner;
- Role model appropriate behavior through academic and personal goals;
- Retain confidentiality of information when ethical and appropriate;
- Maintain caring, concerned, and approachable demeanor in order to facilitate communication and establish positive relationships with residents.

Communication:

A COAST Leader will play a crucial role in providing information for students living off-campus. COAST Leaders should strive to represent the University and the Neighborhood Housing Office positively to students, parents, landlords, neighbors, and the general public. A COAST Leader is expected to:

- Inform residents, in a designated neighborhood, of their availability as a resource through newsletters, emails, and face-to-face interactions;
- Maintain regular contact with individual residents and groups, within the designated neighborhood, to explain rights and responsibilities, promote communication, and learn of ideas or concerns;
- Check e-mail daily and respond in a timely manner, as needed;
- Maintain regular contact with the Coordinator of the Neighborhood Housing Office and discuss job related as well as personal concerns relative to performance.

Programming:

In order to help create a sense of community among the residents in the designated neighborhood, COAST Leaders are expected to:

- Develop two programs, one social and one educational, a semester for the residents of the neighborhood with assistance from the Neighborhood Housing Office (i.e. cookouts, tournaments, informational nights, etc.); and
- Promote programs sponsored by the Neighborhood Housing Office
- Provide staffing support to the Office sponsored programs, as needed (i.e. Housing Fair, Tour of Homes, etc.).

Administration:

A COAST Leader is responsible for helping to execute the mission of the Neighborhood Housing Office and therefore is expected to:

- Attend individual meetings with the Neighborhood Housing Office, as needed;
- Attend weekly supervision meetings;
- Complete weekly updates thoroughly, accurately, and on time;
- Complete assigned shifts at booths and events assigned by the Neighborhood Housing Office; and perform other duties as needed.

Student Conduct

A COAST Leader is not responsible for setting up rules or guidelines for their neighborhood's residents and/or enforcing University policies or federal, state, or local laws.

A COAST Leader is expected to:

- Be familiar with the University's expectations regarding student conduct, federal, state, and local laws in order to help students to understand their rights and responsibilities as a student, tenant, and community member;
- Abide by the University's expectations regarding student conduct, federal, state, and local laws; and
- Provide guidance so that students can respond to problems calmly and reasonably.

Professional-Development:

A COAST Leader is expected to be a knowledgeable resource for students in the designated neighborhood and therefore is expected to:

- Complete the training offered before and during employment;
- Engage in a formal evaluation by the Neighborhood Housing Office; and
- Be evaluated by residents of the designated neighborhood through the use of evaluations conducted by the Neighborhood Housing Office.

**Pick-up an Application Packet from the
Neighborhood Housing Office located in Union 363 or online at
www.neighborhoodhousing.uwm.edu.**

Applications are accepted as a rolling hire. The sooner you turn in your application the sooner you will be considered for a position.