General Description
Community Development Specialists (CDSs) are an integral part of the residential education experience of all on-campus residents at Wichita State University. The team of CDSs will be responsible for facilitating various educational events focused on the areas of wellness, diversity, social justice, intersectionality, sustainability, personal finance, and more on floor and community-wide levels through collaboration with Resident Assistants (RAs) and Residence Life Coordinators (RLCs). Additionally, the CDS team will assist in staffing community information desks, and provide additional HRL administrative support when needed. Demonstrated skills in initiative, flexibility, and self-advocacy will be vital to the success of the position. The CDS position is a 20 hours per week position.

Duties & Responsibilities
Community Development
• Team up with RAs and RLCs to develop and execute events in The Flats at WSU, The Suites at WSU, and Shocker Hall designed to educate residents on topics relevant to the needs of individual communities, such as wellness, diversity, social justice, intersectionality, sustainability, personal finance, etc.
• Collaborate with various departments and offices around the University to develop meaningful and engaging educational opportunities for residents across HRL
• Research, develop, and implement new resources designed to help RAs and other staff members build communities on their floors in and their buildings
• Assist LLC RAs on floors that partially filled by an LLC in providing supplemental community development opportunities for non-LLC residents
• Welcome & interact with residents and guests to HRL facilities during weekly desk hours (4 hours/week)

Administration
• Assist in major departmental processes including, but not limited to, opening/move-in, hall closings, student staff training, student staff interviews, year-end banquet, perspective student on-campus recruitment events, etc.
• Coordinate student staff work rooms including monitoring supplies and organizing resources
• Manage time effectively, and complete tasks accurately and on time
• Attend all required meetings and trainings
• Understand and utilize necessary programs
• Support department and university events, including staffing and serving as tour guides of residential facilities throughout the year
• Know and understand university and departmental expectations related to confidentiality (FERPA) regarding residents and staff members
• Serve on HRL committee(s) and/or special projects
• Serve as administrative support for HRL when needed
• Other duties as assigned

Communication
• Be a functional member of a staff team and work effectively with others
• Effectively communicate with students and staff in a timely and resolution-focused manner
• Relay important information to those who need it and ask questions when clarification is necessary
• Utilize digital communication to ensure that it is appropriate, positive, and done for the betterment of the community
• Reflect on communication skills and consider the intent and impact of communication by self and from others
Role Modeling

- Demonstrate a strong academic commitment
- Know and follow all university and departmental policies
- Practice ethical behavior and be able to educate others on ethical decision-making
- Understand how peer pressure affects the position and challenge those who attempt to use peer pressure to their advantage
- Be a supportive leader in HRL and challenge others to do the same
- Demonstrate healthy and effective stress management techniques
- Maintain a positive outward attitude when performing CDS duties & responsibilities
- Understand and receive constructive feedback as a method for self-improvement, and provide appropriate constructive feedback to others as applicable

Safety & Security

- Maintain and respect issues of confidentiality. Know when and how to make judgment calls regarding confidentiality in accordance with FERPA (Family Educational Rights and Privacy Act)
- Be familiar with WSU Housing and Residence Life policies, and be able to respond to all emergency situations as defined for the CDS position
- Know and enforce the policies held within the HRL Handbook and WSU Student Code of Conduct
- Serve as a mandatory reporter for Title IX and Clery Act concerns

Academic Requirements

1. CDSs are expected to continue positive academic progress by:
   a. having a cumulative GPA of 2.5 or greater at the time they apply for the CDS position and at the end of the spring or fall semester prior to beginning the CDS position.
   b. receiving a semester GPA of 2.5 or greater as well as maintaining a cumulative GPA of 2.5 or greater. CDSs who do not achieve these standards will be placed on HRL Academic Probation for the following semester. CDSs below the 2.0 GPA should consult with the supervisor to determine if continued standing as a CDS is in their best interest.
   c. HRL Academic Probation may only be used once during any 24-month period of time. If a CDS returns from academic probation and fails to meet requirements again within twelve months, they will not be permitted to continue in any HRL position.
2. CDSs must be enrolled as a full-time student (12 credits or more undergraduate and 9 hours graduate) and making academic progress toward graduation. At least 3 credits per semester must be taken in person and on campus. CDSs who fall below 12 credits in any given semester may be asked to terminate their status as a CDS.
3. If a CDS is removed from his or her position because of the GPA requirement, they may re-apply to be a CDS and go through the CDS selection process once his or her GPA meets the stated requirements.
4. CDSs may not carry more than 18 credit hours per semester without approval from the Associate Director for Residence Life. CDSs may be asked to drop hours in excess of 18 credit hours.
5. Whenever possible, CDSs should avoid registering for classes that are in session after 7pm except for those classes that are only offered at that time.

Terms of Appointment & Important Dates

Applicants should be aware of the following dates and information, which are requirements of employment:

- Applicants must have completed at least 2 semesters on a college/university campus by July 28th, 2019.
- Applicants must be enrolled as a WSU student for the Fall 2019 semester by July 28th, 2019.
Must have demonstrated leadership experience.
Well-developed skills must include interpersonal, written and verbal communication, and administration.
Must be self-motivated and willing to take initiative in an environment with minimal daily supervision.
Must be able to work well autonomously, while also excelling in a team environment.
Must be able to complete the majority of hours during HRL business hours (8am-5pm).
Applicants must be in good conduct standing with the University (not on probation) in order to apply for the CDS position. If a CDS becomes not in good standing during the course of employment they would be asked to leave the position.
CDSs are hired for the course of an academic year. A reapplication process will occur during spring semester to return to the position for additional academic year employment. Summer employment opportunities will be available to current HRL student staff through a separate hiring process.
Any position offers are contingent upon the successful completion of a university background check.
Dates
- Mandatory contract signing & informational meeting Sunday, April 7th, 2019 from 6-9pm
- The CDS position will begin July 28th, 2019 and will end no later than May 18th, 2020
- Mandatory training dates include the following:
  - Sunday, July 28th, 2018 through Sunday, August 18th, 2019
  - Wednesday, January 15th, 2020 through Monday, January 20th, 2020

Compensation
All CDSs will choose from one of the following forms of compensation:
1. An hourly rate at $7.50/hour for up to 20 hours per week over 20 weeks ($3000/semester before taxes)
2. A housing credit of $3000 per semester for on-campus housing
   - CDSs who live on campus are required to purchase a meal plan
3. Returning CDS staff members will receive an increase of $100 in stipend or housing credit after 1 academic year of service in a CDS position

Application & Hiring Timeline
- Application available at [https://www.wichita.edu/student_life/housing/Employment.php](https://www.wichita.edu/student_life/housing/Employment.php) beginning 12:00pm January 22, 2019
- Applications due by 11:59pm Friday, February 15, 2019
- Application review & interview scheduling February 18 – 21, 2019
- Group Process day held on Saturday, February 23, 2019 (candidates will participate in either a morning or afternoon session)
- Interview day held on Sunday, February 24, 2019 (candidates will be assigned a 1-hour time block for that day)
- Position status letters delivered via email on Friday, March 9, 2019
- Candidates who are offered a position will be required to attend a contract signing night on April 7, 2019

Questions & Contact
Please direct any questions regarding the CDS position to the following:
- Carley Enyart (formerly Saunders), Residence Life Coordinator at carley.saunders@wichita.edu or 316-978-3391
- Brandon Kesler, Associate Director for Residence Life at brandon.kesler@wichita.edu or 316-978-6610