Residential Learning Community Liaison Position Description

Housing & Residence Life Vision

The Department of Housing & Residence Life is committed to furthering each and every resident's collegiate experience through residential environments, staff, and partnerships.

Residence Life Core Values

Focused on each and every student, Residence Life values...

- Safety and Security
- Learning and Education
- Inclusive and Welcoming Communities
- Discovery of Self
- Engagement and Connections

Summary of Liaison Role

A Liaison is a student of sophomore+ status who is selected to be a resource to the first-year and other students in the RL community. The Liaison is a leader who will help to drive the specific mission of the RL community through established expectations.

Qualifications and Requirements

The Liaison must be a full-time Towson University student of at least sophomore status, in good academic standing, and eligible to reside in University Housing at the time the agreement becomes effective. In addition, the Liaison must earn and maintain a 2.0 cumulative GPA. The Liaison must be in good standing with the University and not on probation of any kind.

Liaisons must be available for the following: attend a meeting during the end of the Spring term (TBD), move in early as determined by RL Community needs (August), assist with fall move-in, attend a 1 day workshop the Friday before classes start, and participate in ongoing leadership development series.

Essential Functions and Expectations

- Develop engagement initiatives 4 times per semester focused on and supporting the purpose of the RL Community
- Bi-Weekly 1 on 1 with Residence Life Coordinator
- Attend monthly Community Meeting
- Mentoring first-year and other students in the community (based on community need)
- Collaborate with the Resident Assistant(s), Residence Life Coordinator, and campus partners
- Role model positive behavior within the community
- Participate in ongoing leadership development series (1 Pre-Opening Workshop, plus 2 additional per semester)
- Regularly update bulletin board or poster series

Benefits

- Help shape the Residential Learning Communities for other students
- Free t-shirt upon acceptance of the Liaison role
- Early move-in for leadership training and assistance with move-in days
- Inclusion in HRL leadership initiatives such as Professional Development Workshops and Leaders in Residence Life Brunch

Conclusion

The Liaison role is a unique role within the Department of Housing & Residence Life. It is imperative that the Liaisons work closely with the residents and staff to create and maintain an inclusive and welcome community within the floor/building. Therefore, the Liaisons will carry out, accurately and efficiently, all duties as described in this description. The Liaison description is not an all-inclusive statement of the responsibilities. Special circumstances may require the assignment of additional responsibilities.

Liaisons will be meet with their Residence Life Coordinator for a Fall and Spring term evaluation.

Pay Scale: $10.10 at 6 hours per week.
Residential Learning Community Liaison Agreement

Residential Learning Community: ____________________________

This document, when signed by (print your name) __________________________ and the Coordinator of Residential Learning Communities and your supervisor, becomes an official agreement between all parties with regard to the items listed below.

**Conditions:** The responsibilities, expectations, and benefits of a Liaison are outlined in the Liaison Description.

**Terms of Position:** This position is contracted from **August 2020 through May 2020,** dependent upon satisfactory performance.

**Qualifications:** This agreement is contingent upon the Liaison being a full-time student of at least sophomore status, earning and maintaining a 2.0 cumulative GPA. The Liaison must be in good standing with the University and not on probation of any kind.

**Basic Tenets of the Position:** All Liaisons are expected to read and know the expectations as outlined in the Liaison Description. Listed below are the major components of the position:

- Commitment to the Mentor role not to exceed 6 hours of work per week
- Develop programs 4 times per semester focused on and supporting the purpose of the RL Community
- Role model positive behavior within the community
- Develop relationships with community members, Resident Assistants, Residence Life Coordinator, and campus partners
- Attend scheduled trainings, meetings, 1 on 1’s, and Open Houses

**Prohibited Conduct:** Liaisons are responsible for reading, understanding, and abiding by all policies, procedures, guidelines, and publications provided by Towson University and Housing & Residence Life. Violation of these policies may result in immediate removal from the Liaison role.

- **Alcohol and Other Drugs:** In on-campus housing, all Housing & Residence Life and Towson University policies related to alcohol and other drugs apply. Additionally, residents in on-campus housing are responsible for obeying federal, state, and local laws related to alcohol and other drugs.
- **Towson University and Housing & Residence Life policies can be found online at:** https://www.towson.edu/studentlife/housing/campus/resources/policies.html

**Benefits:** The Mentor will move in early at a date agreed upon with the Coordinator of Residential Learning Communities; during this time all meals will be provided. Additionally, Liaisons will be paid at $10.10 per hour for 6 hours per week.

**Agreement:** I agree to the responsibilities, expectations, and benefits of the Liaisons Agreement and Position Description. I am aware that failure to meet these obligations can result in termination from this position. I also understand and accept the benefits being offered by the Department of Housing & Residence Life.

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Liaison Signature ____________________________ Date ____________________________

Liaisons Supervisor Signature ____________________________ Date ____________________________

Coordinator of Residential Learning Communities Signature ____________________________ Date ____________________________