



Off-Campus Community Living

STUDENT AFFAIRS

Community Liaison Job Description

OCCL Community Liaisons serve as ambassadors for the Off-Campus Community Learning unit of the Office of the Dean of Students. Community Liaisons take an active leadership role in developing and delivering information and services to university students residing in non-university owned or private certified housing. Community Liaisons also provide assistance for students adjusting to independent living and encourage positive engagement with both the campus and local communities.

Responsibilities

- Staff the front desk of the Turner Student Services Building (greeting visitors, mail delivery, and other administrative work or tasks as assigned)
- Provide excellent customer service and professionalism to students, staff, faculty, and guests
- Serve as a resource and reference for students living independently in the campus district through outreach programs (virtual presentations, newsletters, and social media)
- Actively promote and advocate for safe and healthy student living environments
- Increase students' awareness of independent living resources within the campus and local communities
- Promote student's utilization of university and local tenant resources
- Promote positive interactions between student-tenants and their neighbors

Qualifications

- Must be available to work at least 8 or more hours per week
- Must have and maintain a 2.5 GPA or higher during period of employment
- Must be a self-starter
- Availability to attend all training sessions, staff meetings, and required OCCL activities
- Ability to work with a diverse student population
- Ability to work independently and as part of a team
- Experience living in non-university owned or affiliated housing
- No prior work experience needed

Compensation

- Community Liaisons will earn \$13.00 an hour

Students in this role will be required to clean their workspace and to wear a face mask.

For more information on the OCCL Community Liaison program, contact Assistant Dean Dana DeCair via email at dhartz22@illinois.edu or by phone at (217) 333-0112.