Community Consultant Description

The Community Consultant position is a paraprofessional position within the Division of Student Affairs. The CCs chief responsibility is to ease the transition of new students, and to strengthen the sense of community on campus. Community Consultants act as the initial medium through which new students connect with faculty, staff, returning students, and the facilities and resources available on campus. The CCs are directly supervised by the Director of New Student Programs.

A Community Consultant position is a part-time position that is contracted through April of the spring semester. Specific job responsibilities include but are not limited to the following:

- Enroll and participate in Coll 104/105 preparatory peer advising skills class
- Help plan Orientation and community cohesion programs
- Participate in initial training to ensure knowledge of issues and events pertaining to new and incoming transfer students
- Attend summer retreat training
- Assist with Connection events and other Student Affairs programs
- Collaborate with INCC faculty to develop Syllabus and course content for INCC
- Return to campus 5-7 days before the start of the fall semester for training and event preparation
- Facilitate and assess Orientation programs
- Co-facilitate INCC with an instructor for the sixteen weeks of the fall semester
- Visit INCC students to ensure students are doing well and provide additional transition support if necessary
- Communicate with the Resident Assistants about students of concern in your INCC class
- Assist with student assessment and help identify students that may need additional support
- Serve as a referral and resource person for students who need assistance.
- Serve as a Transfer and Non INCC Enrolled Student Mentor
- Provide outreach to the Transfer Student Population
- Attend regularly scheduled meetings with supervisors, and other Community Consultants
- Plan and facilitate First Year Experience support programs
- Adhere to professional workplace behavior and ethics including appropriate interpersonal skills, exemplary student behavior in campus and on-line communities, good personal hygiene, appropriate dress and on-time arrival and preparedness for events and meetings.

In order to apply and be considered for the CC position, successful candidates must meet the following qualifications:

- 2.5 cumulative G.P.A.
- Desire to positively impact and encourage students’ overall success at Columbia College.
- Able to meet the responsibilities of the job.
- Able to return to campus approximately 5-7 days prior to the start of a semester for training.
- Full-time student at Columbia College.

Persons in the CC position receive $1200 in compensation for their time and service.