

Office for Student and Community Relations  
University of Minnesota

**Student Neighborhood Liaison Program**  
**Student Liaison job description**

The Student Neighborhood Liaison program strengthens community wellness in the University area neighborhoods by:

- Developing students as informed, active, and respectful citizens;
- Connecting leaders and cultivating healthy relationships;
- Supporting community initiatives addressing neighborhood issues.

The Student Neighborhood Liaison program will identify students renting in the neighborhoods around the University of Minnesota – Twin Cities campus and plug them into an information network to:

- Help student renters meet their neighbors;
- Share strategies for working with landlords, neighbors or roommates;
- Share resource information about responsible party hosting, being a good neighbor, city ordinances and landlord/tenant rights;
- Promote our Civitas program, connecting students to civic life (a program which solicits one-time and short-term service projects and community organizing opportunities from local organizations and promotes them to the interested students); and
- Plan social and community service events to enrich the student experience and share timely info about upcoming events and service opportunities sponsored by others (including the University of Minnesota and other organizations in the greater Twin Cities area) to increase student engagement in the neighborhood.

***Job responsibilities:***

Student Liaisons agree to:

- facilitate street and/or block meetings;
- talk with neighbors (homeowners and renters);
- disseminate information;
- plan, publicize and host social and community service events;
- be a liaison to a neighborhood community organization on behalf of the student liaison program;
- be a resource for others living in the neighborhood; and
- be a positive ambassador of the University of Minnesota on behalf of the Student and Community Relations office.

***Expectations:*** Liaisons will participate in training at the start of each semester in the Office for Student and Community Relations and attend staff meetings every week throughout the semester (day/time to be determined). A staff retreat has been scheduled for Saturday, Jan. 21, 2012 from 9:00 a.m.-5:00 p.m. and Sunday, Jan. 22, 2012 from 12:00 p.m.- 5:00 p.m.. Additional staff development opportunities will be available through the semester. Hired staff should make themselves available to attend the retreats and professional development sessions each semester. Liaisons will also have the opportunity to share concerns, feedback and ideas on neighborhood issues with the Vice Provost for Student Affairs and meet with the President of the University each year when possible.

***Time Commitment:*** Liaisons are expected to do a minimum of 10-12 hours of work per week (average week to include 5 hours direct contact with neighborhood residents and stakeholders, 1 1/2 hours staff meetings, 2 hours event planning/implementation, 3 hours project work) with additional hours as needed for connecting with community organizations related to staff focus areas and staff development throughout the semester.

***Compensation:*** A stipend of \$1,700 per semester during the academic year with the possibility of summer employment. Liaisons will also have monies available to support event planning for any block and collaborative neighborhood wide events each semester.

***Minimum requirements:*** Reliable, energetic person with excellent written and verbal communication skills; undergraduate (sophomore status or above) or graduate or professional student status not required, but helpful; should reside in an off-campus neighborhood during employment with priority given to SE Como, Marcy-Holmes and PP residents but not required; sincere interest in improving neighborhood relations; and ability to work independently and within a team. A sense of humor, the ability to think on your feet, pay attention to detail, and be a self-starter are a must.

***Deadline:*** Hiring for Spring 2012 currently. Positions are open until filled, application review in process. Up to five open positions anticipated.

***Supervision:*** Position reports to Carrie Noble and Christy Perfetti, Assistants to the Coordinator for Student and Community Relations. The program reports to Kendre Turonie, Coordinator for Student and Community Relations.

***Office location:*** 209 Appleby Hall, 128 Pleasant St SE, Minneapolis, MN 55455

## **HOW TO APPLY:**

**Individuals interested in the position may submit a cover letter along with a resume via email or directly to the office. Please include in the cover letter your perceptions of current concerns and issues facing student renters and homeowners in the neighborhoods surrounding campus and any solutions or ideas you have for these issues.**

Applications (and any questions) can be directed to Kendre Turonie, Coordinator for Student and Community Relations at 612-625-8939 or [neighbor@umn.edu](mailto:neighbor@umn.edu), fax 612-626-6214, or delivered to 209 Appleby Hall, 128 Pleasant St SE, Minneapolis, MN 55455 (on campus delivery code 3505).