

Peabody Institute of the Johns Hopkins University

Office of Student Engagement

Community Fellow (CF) Position Description

2020-2021

The Community Fellow (CF) position plays a critical role in enhancing the student experience at Peabody. The main responsibility of CFs will be to plan and execute small- and large-scale events both at Peabody and within the Baltimore community that encourage other students to get more involved on and off campus. In its first year, seven CFs will comprise the new Community Programming Board (CPB) at the Conservatory that is sponsored and advised by the Office of Student Affairs.

Position Responsibilities:

- Assist in the planning, execution, and assessment of small- and large-scale events at Peabody.
- Meet with the Assistant Director of Student Engagement twice a month for a one-on-one meeting.
- Attend weekly all Community Fellow (CF) meetings with the Assistant Director of Student Engagement (meeting date/time/location will be determined collectively with each CF cohort).
- Assist with New Student Orientation in ways inclusive of, but not limited to: serving as a volunteer on move-in day in needed/requested capacities, etc.
- Arrive to campus early each semester to plan out events to occur in the beginning of each semester.
- Utilize programming budget within guidelines given.
- Build affinity within with the Peabody community.
- Encourage community members to get involved, come out to programs, be engaged with Baltimore, etc.
- Assist with programming at Conservatory wide events (i.e. Audition Week, etc.).

Required Dates for CFs:

- 2 in-person meetings in May 2020 before Summer Break
- Move-in to campus (or to be back Baltimore) by 8/19/20 at 4pm.
- CF Fall 2020 training begins on 8/19/20 at 5pm (over dinner).
- One day CF training 8/20 from 9am-5pm at Peabody (meals provided).
- First-Year Move-In 8/21/20
- Returning Student Move-In TBA
- Week of Orientation – Schedule TBD to plan first few week programs
 - 8/21/20-8/8/2/20
- Spring 2021 TBD – will arrive begin semester begins for training and event planning.

Compensation:

- CFs receive monthly stipend of \$100 as compensation.
- CFs *are not* required to live on campus as previously expected.
- CPB given one budget as a whole rather than each CF given a monthly budget as previously practiced.

Number of Positions Available: 7 (one-year appointment term from August 2020-May 2021)

Application Process for New & Returning CFs:

- Complete online Student Leader 2020-2021 Application by 3/6/2020
- Conduct Individual Interview with Student Affairs staff by 3/19/20 (by invitation only)
- Participate in Group Process with Student Affairs staff on 3/28/20 (by invitation only)

Decisions on 2020-2021 student leader positions are anticipated to be released on 4/17/20 via email.

Questions? Contact: Chris Ambrose, Assistant Director of Student Engagement, ambrose@jhu.edu

Peabody Institute of the Johns Hopkins University

Office of Student Engagement
Community Fellow (CF) Contract
2020-2021

I hereby agree to the following statements as standards for my performance as a Community Fellow (CF) for the 2020-2021 academic year. I understand that these job responsibilities and expectations shall be binding unless the Assistant Director of Student Engagement or designated official makes an explicit exception in advance and in writing.

Eligibility:

1. Enrolled as a full-time student in good standing in a degree program or certificate program.
2. Maintain a 3.0 semester grade point average in addition to a 3.0 cumulative GPA, take a minimum of 30 credits (Undergraduate) or 18 credits (Graduate) per academic year, and maintain a B or better in lessons. Should my semester or cumulative GPA fall below a 3.0, I understand that I will meet with the Assistant Director of Student Engagement or designated official and agree on an action plan to bring up my GPA. If my cumulative GPA falls below a 3.0 at the end of spring semester, I may not be re-hired as a Community Fellow.

Time Commitment:

3. Actively participate in staff training, staff meetings, and one-on-one supervisory meetings, among others. This includes, but is not limited to:
 - a. Attend in-person meetings in May 2020.
 - b. Arrive no later than 4:00 PM on Wednesday, August 19, 2020 for fall semester Community Fellow Training.
 - c. Participate in New Student Orientation and Welcome Week activities.
 - d. Attend Spring 2021 training (Dates and times TBD)
 - e. Attend weekly **one hour** Community Fellow staff meetings and other meetings as scheduled.
 - f. Attend bi-weekly **thirty minute** one-one-one meetings with the Assistant Director of Student Engagement.
 - g. Participate in periodic evaluations.
 - h. Attend Student Affairs events as requested.

Terms of Employment

4. I shall meet all the expectations outlined in the position description and by the CPB advisor.
5. I shall maintain confidentiality concerning all protected student information. Discussion of confidential information, even with necessary persons, shall not be disclosed in a public area. Nor shall I engage in gossiping or negative discussions regarding student staff, professional staff, or residents in public areas.

I shall make sure that all confidential materials in my room are properly locked and stored so that residents do not have access to them.

6. I shall model positive behavior and uphold the Johns Hopkins University Student Conduct Code, the Residence Hall Contract (if applicable), and all applicable city, state, and federal laws. I understand that the Residence Hall (if applicable) prohibits alcohol regardless of age and other illegal drugs. Additionally, I understand that if I am under 21 years of age, I will be subject to disciplinary action, up to and including termination, if I consume alcoholic beverages. Furthermore, I will not remain at an event or place when I know that underage alcohol consumption is occurring. If I am 21 years of age or older, I may consume alcohol responsibly off-campus with others who are at least 21 years of age and do not live in the residence hall. I understand that if I should violate the Student Conduct Code, the Residence Hall Contract (if applicable), or any city, state, or federal laws, I may be subject to termination in addition to disciplinary action under the Student Conduct Code.
7. I will not, at any time, engage in or remain in any area or premises where illegal drug use is occurring. Policies regarding illegal drug use are defined in the Student Conduct Code, the Residence Hall Contract (if applicable), and federal and state laws along with sanctions for violations to these policies.
8. I shall refrain from driving residents in my Community Fellow capacity including, but not limited to, off-campus programming, etc.
9. I shall respond to requests and other communications within 48 hours.
10. My position also requires additional duties and responsibilities as determined by the Assistant Director of Student Engagement and/or other members of the Student Affairs staff.

Compensation will consist of a \$100 per month stipend, pending successful completion of duties.

Failure to fulfill the responsibilities of this position may result in loss of payment or termination of employment. I understand that this contract becomes null and void, and compensation will cease as of date of termination. Termination does not preclude other sanctions from the University based on violations of the Peabody Institute Student Conduct Code or the Residence Hall Contract (if applicable).

The Assistant Director of Student Engagement or other designated official reserves the right to modify or change the terms of this contract.

I understand that the duration of my employment and terms and conditions of this contract are effective beginning the date I move into my residence hall room and/or beginning training in August 2020 and ending in May 2021. This contract does not create any obligation to rehire me for the following academic year.

I accept the Community Fellow position at the Peabody Institute of the Johns Hopkins University as outlined above for the academic year 2020-2021.

Community Fellow (please print name)

E-mail

Cell Phone #

Community Fellow Signature

Date: _____

Assistant Director of Student Engagement

Date: _____