Community Liaisons

Leadership & Employment

Campus and Community Student Services employs dedicated and outstanding students to serve the campus community. Successful candidates will be self-starters who have great people skills; a hearty work ethic; a sincere interest in providing resources, services, and information to fellow students; and a good sense of the issues that confront students living independently in the Campus District.

Our Community Liaison Application
CCSS Liaisons serve as ambassadors for the Campus & Community Student Service unit of the Office of the Dean of Student. Our Community Liaisons take an active role in developing and delivering information and services to university students residing in non-university owned or certified housing. Community Liaisons also provide assistance for students adjusting to independent living and encourage positive engagement with both the campus and local communities.

General Job Duties:
- Provide information, programming, and appropriate referrals for students living independently in the campus district
- Develop and present educational programs and monthly newsletter
- Plan and lead workshops on various topics related to living off campus
- Increase awareness and utilization of resources within the campus and surrounding communities for students living off-campus
- Actively promote and advocate for safe and healthy student living environments
- Other duties as assigned

Requirements:
- Ability to work at least 10 hours per week, including some nights/weekends
- Attend all training sessions, staff meetings and required CCSS activities
- Maintain good academic standing throughout employment
- Live in non-university owned or certified housing for the academic year

Desired skills/experience:
- Experience with community building
- Strong work ethic and organizational skills
- Works efficiently and meets deadlines
- For candidates interested in the marketing position:
  - Experience using Adobe Photoshop, Adobe Illustrator, Microsoft Publisher or other design programs
  - Familiar with functionality of Twitter and Facebook
  - Candidates will be asked to bring samples to interview

Compensation:
Community Liaisons will earn $9.00 per hour.

Application Process:
Completed applications are due by Friday, April 4, 2014 by 5:00 p.m. Virtual submissions will be accepted through the Virtual Job Board. Written applications should be delivered to:

Campus and Community Student Services
Office of the Dean of Students
610 East John Street
Champaign, IL 61820
Attention: Ivory Berry

All candidates will be contacted with an application status update by Thursday, April 10, 2014 via email. Interviews will take place April 14-18, 2014 and offer will be made by April 25, 2014.
For more information on the CCSS Liaison program, or if you have any questions, please refer to our website at http://odos.illinois.edu/ccss/ or contact the Campus & Community Student Services Graduate Assistant, Ivory Berry at campuscommunity@illinois.edu, (217) 333-0050. Thank you for your interest in the CCSS Liaison position. We look forward to learning more about you!
2014-2015 Community Liaison Application

Applications can be submitted to Campus and Community Student Services, Office of the Dean of Students, 610 East John Street, by Friday, April 4, 2014 by 5:00 p.m. or to campuscommunity@illinois.edu. For hard copy submissions, please attach additional sheets for essay questions.

NAME: ____________________________________________
CURRENT ADDRESS: __________________________________

PHONE: __________________ EMAIL: __________________

YEAR IN SCHOOL: ______ MAJOR: _________________

UIN: __________________ GPA*: __________________

PROPERTY MANAGER/LANDLORD FROM WHOM YOU RENT OR WILL RENT:

____________________________________________________________________________________

Short Essay Questions (Please limit answers to less than 300 words.)

1. Why do you want to work for CCSS and what qualifies you to be a Community Liaison?
2. What kind of interest and/or experience do you have with community building or service learning?
3. Describe one idea you have that could enhance CCSS and benefit the students CCSS serves.

References:
Please provide the name of two references that can attest to your professionalism and work ethic.

NAME: __________________ RELATIONSHIP: __________________
EMAIL: __________________ PHONE: __________________

NAME: __________________ RELATIONSHIP: __________________
EMAIL: __________________ PHONE: __________________

By submitting this application, I, _______________, authorize CCSS to verify my University GPA and contact given references.

Signature: ___________________________ Date: ______________

If submitting this application virtually, please type your name in the given space. This will be treated as a signature and acceptance of terms that are associated with submitting this application.