

# COLUMBIA BIBLE COLLEGE

## Job Description - Commuter Host



As part of the Student Development team, the Commuter Host (CH) is crucial in helping to establish a community environment within the Commuter Lounge that is conducive to academic, spiritual, and social development, primarily through commuter lunches and building intentional relationships with commuter students. The CH is to be a student who displays an authentic and growing relationship with Jesus and has a desire to support holistic growth in the lives of others. CHs play a vital role in assisting commuter students to integrate into college life at Columbia.

### **Commuter Hosts are required to meet the following expectations:**

- The CH must be a mature, responsible student, who is respected within the CBC community.
- The CH is expected to uphold all CBC community standards.
- The CH is expected to have completed at least one year of academic studies at CBC.
- The CH is expected to have a 2.5 cumulative GPA.
- The CH is expected to be enrolled in a minimum of 9 academic hours per semester.
- The CH is limited to 18 academic hours per semester.

### **Compensation:**

- The CH will receive a \$1,150.<sup>00</sup> stipend for the academic year.
- The CH may be eligible to receive Service Practicum credit for their role.

### **Job Responsibilities:**

#### **1. Hospitality**

- Fulfill a minimum of three hours of “hosting” shifts each week within the commuter lounge.
- Together with your team, organize and execute bi-weekly commuter lunches/events that seek to foster community among commuter students.
- Together with your team, organize, and execute bi-monthly events that promote meaningful relationships among commuter students.
- During shifts seek to ensure that:
  - coffee is made, and supplies are available for commuter students,
  - furniture is arranged in an orderly fashion,
  - dishes are clean and put away,
  - flat surfaces (counters, tables, etc.) are dusted and cleaned,
  - microwaves, fridge, toaster oven, and oven, are cleaned,
  - garbage and recycling are emptied, and,
  - the shift report is completed in the Communication Binder, leaving notes for other CHs regarding information and commuter lounge needs.

## **2. Pastoral Care**

- Be in regular contact with your assigned Parish via email to communicate upcoming commuter lunches and college events.
- Seek to establish intentional relationships with students in the commuter lounge.
- Seek to promote a warm, welcoming and safe environment for connection among commuter students.
- Be available to counsel students within the limits of your training and abilities on academic, social and spiritual matters. When beyond the limits of your training and abilities refer students in need of more in-depth assistance to the appropriate individual (Commuter Director, Associate Dean, Dean of Students, or the Counseling Services Supervisor).
- Be aware of the health and wellbeing of commuter students; report any concerns, extended illnesses, or absences from the college to the Commuter Director or Associate Dean as soon as possible.

## **3. Accountability & Support**

- Maintain a close working relationship with the Commuter Director through monthly meetings for mentoring, demonstrating willingness to pursue personal growth.
- Meet bi-weekly with the Commuter Director and other CHs for ongoing planning, encouragement, and support.
- Attend bi-weekly Leadership Connection sessions with all student leaders.
- Assist the Commuter Director as requested in planning or facilitating commuter programs.
- Maintain positive working relationships with fellow student leaders while at the same time recognizing that you are part of the larger student development team.
- Disseminate information pertaining to commuter life as well as communicate, clarify, and uphold school policies to commuter students in a consistent manner.
- Attend all chapels, commuter lunches and commuter events.
- Assist in the setup, take down and facilitation of new student welcome and Orientation at the beginning of both the fall and winter semesters.
- Complete all summer assignments on time.
- Be in full attendance at the fall and winter Leadership Retreats.