



JOB DESCRIPTION

Campus Employment/Federal Work Study Job Description

Position: Local Leader

Revision Dates: 11/2024

Reports to: Associate Director of the First-Year Experience and Transition Programs

Department: Academic Life

Salary Grade: \$300 per session (X5 sessions)

FSLA Status: Non-exempt

Duration of Appointment:

Local Dates for Summer 2025:

Session 1: June 23-24

Session 2: June 26-27

Session 3: July 7-8

Session 4: July 10-11

Session 5: July 14-15

**Local Leaders should be available to work ALL FIVE sessions. Local Leaders will receive a monetary stipend of \$300 for each session worked. Housing and meals will be provided from June 16th - July 16th.*

Scope: McDaniel's First-Year Student Experience:

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Basic Responsibilities

Local Leaders drive the McDaniel Local experience for our new students by fostering an inclusive environment that helps new students develop strong identities as McDaniel community members.

Local Leader responsibilities include, but are not limited to:

- Attending a spring semester meet and greet.

- Attending training before Local begins (anticipated move-in date is June 16th).
- Setting up and running all Local check-ins, daily activities, and check-outs.
- Actively guiding a group of about ten incoming students throughout each Local session.
- Supporting CEO outreach efforts.
- Connecting new students to McDaniel campus resources and the local community through active engagement.
- Planning and leading sessions, and supporting workshops, on a variety of topics related to McDaniel and the first-year student experience.
- Supervising students in the Residence Halls, including providing conflict mediation and enforcing college policies.
- Other duties as assigned by the Associate Director of the First-Year Experience and Transition Programs.

Requirements:

- Successful completion of at least 1 semester at McDaniel by the start of training.
- Maintain a minimum cumulative GPA of 2.5
- Clean disciplinary record at McDaniel College (not on disciplinary probation)
- Involved member of the campus community who wants to share their love of McDaniel with others.
- Professional role model during the entirety of Local.
- Reliable, responsible, and relatable team player.
- This position requires active movement in the summer heat throughout each session. This position does have some limited lifting involved but not more than 10 pounds at a time.