

# BRYN MAWR

## COLLEGE

### **CUSTOMS PERSON JOB DESCRIPTION** **2022-2023**

#### **Introduction**

Bryn Mawr College believes that living with other students is a valuable part of the college experience, and that experience begins with New Student Orientation. Customs People help to welcome new, transfer, and guest students as they arrive on campus for orientation, assist them in making the transition to college, and provide ongoing support throughout the academic year.

#### **Statement of Duties**

Customs People are returning sophomores or juniors assigned to a residence hall to assist new, transfer, and guest students in making the transition to college life during their first year. Customs People receive direct supervision from the Activities & Orientation Assistant assigned to their dorm, and further supervision from the Student Engagement and New Student Programs Coordinator.

#### **Roles and Responsibilities**

##### *Community Development*

- Take initiative to get to know your Customs Group, AOA, and other DLT members in your dorm.
- Assist new, transfer, and guest students in becoming part of the campus community.
- Maintain a strong and visible presence within the dorm.
- Model positive behavior that aligns with the Honor Code and serve as a role model to all students.
- Follow guidelines for community living and address behavior which impacts the life of the community and its members.

##### *New Student Orientation (Customs Week)*

- Assist in staffing New Student Orientation, including summer virtual programming taking place in July and August.
- Act as a resource to all new students and their families, and other DLT members during New Student Orientation.
- Get to know your Customs Group and encourage participation in Customs Week activities.

##### *Student Engagement and New Student Programs Team Member*

Customs People are required to attend and participate in bi-weekly team meetings, weekly mentor sessions, DLT meetings, and any educational trainings sessions provided by Student Engagement and New Student Programs. In addition, CPs are required to:

- Successfully complete all online education modules (please note the modules are **mandatory**).

- Attend all DLT and CP training sessions (please note that these sessions are **mandatory**).
- Host two open office hours per week on your hall.
- Host four hangouts during the fall semester.
- Host two hangouts during the spring semester.
- Host hangout prior to each Tradition to discuss the tradition and answer or refer questions.
- Complete weekly CP report form.
- Maintain budget.

#### *Dorm Leadership Team Member*

As members of Dorm Leadership Teams, students are encouraged to work together to achieve group goals and maintain positive communities throughout the residence halls. It is expected that students will take their roles in the DLT seriously and that they will communicate effectively with teammates and with support staff (Deans' Office, Residential Life, Student Engagement and New Student Programs, or Pensby Center) to do so. In addition to collaborating within dorm spaces to create safe, productive residential environments, it is expected that DLT members will accomplish the following tasks:

- Educate the dorm community about various responsibilities of the DLT and the positions within the DLT, as well as the support resources that each position offers.
- Maintain a strong presence within the dorm by keeping office hours, being available during high-need periods, and other mechanisms. A minimum of two office hours each week is required.
- Communicate with administrators, namely the DLT support staff, when situations arise that warrant administrator input or involvement.
- Attend all DLT training sessions, which occur before the start of the academic year and throughout each semester.
- Attend to the administrative tasks associated with a DLT position.
- Attend monthly meetings with fellow DLT members per semester, as coordinated and facilitated by the dorm presidents and Residential Life Staff.

#### **Title IX Responsibilities**

Customs People are responsible people for all students matriculated at Bryn Mawr College and are required to report any information related to sexual assault, harassment and discrimination to the Title IX Coordinator.

#### **Assignment to Specific Dorm and Room**

CPs will be assigned a specific room by the selection committee and will have responsibility for a specific group of new students. Acceptance of the position requires acceptance of the room assignment. This is an on-campus position.

#### **Academic Standards**

CPs must be in good academic standing, not on warning or probation, and must be enrolled full-time for the duration of their appointment.

#### **Employment Terms**

Customs People make a voluntary commitment to serve the community. The principal benefits are the personal growth and experiences that come from working with and helping a diverse and talented group of students. The CP position is practical training for future DLT roles. CPs are compensated for their time during DLT Training and New Student Orientation, which takes place prior to the beginning of the academic year. An average of 5 hours of work after New Student Orientation can be expected.

#### **Length of Appointment**

Customs People are appointed for one academic year beginning May 2, 2022. CPs are expected to be

available to host interest groups and discussion sessions during July and August 2022 and would return to campus mid August. The position ends in May 2023.

### **Eligibility**

The Customs Person position is open to any rising Sophomore or Junior that has successfully completed THRIVE and all required online tutorials as a first-year student.

DLT members are limited to holding only one position within the DLT. CPs cannot also hold the role of Peer Health Educator.

### **Eligibility for Reappointment**

Customs People who hold the position as a Sophomore are eligible to re-apply for a second year. Eligibility, however, does not constitute a commitment of reappointment.

### **Termination**

Termination, by mutual agreement, may be affected at any time. This appointment is also subject to termination by the Student Engagement and New Student Programs and/or Undergraduate Dean's Office prior to its normal expiration if the enrollment of the student employee at Bryn Mawr College ceases. The appointment may also be terminated for serious failure to satisfactorily meet position responsibilities and/or commitments, failure to academic or employment standards, or conduct that violates College policies or that does not meet the standards of behavior set by the College or Student Engagement and New Student Programs. Upon termination of employment by the student employee, the College, or by mutual agreement, remuneration will be pro-rated to cover only that period for which the individual was employed. In most cases, the termination will include relocation to another room and/or dorm.

### **Application Procedures**

Customs People are appointed by the Associate Dean of the Undergraduate College on recommendation from a committee comprised of both students and staff members of the College. Application materials are available online at <https://www.brynmawr.edu/activities/dorm-leadership-team-application>. All application materials must be submitted online by Monday, February 21, 2022.

Depending on the number of applicants, it may not be possible to interview all applicants. Candidates who will be interviewed will be notified how to sign up by email the week of March 7, 2022.

Appointments, including mandatory dorm and room assignments, will be announced at the end of March or beginning of April.

### **FOR FURTHER INFORMATION CONTACT:**

MB Horvath, Ed.D.

Associate Dean of the Undergraduate College

[mhorvath@brynmawr.edu](mailto:mhorvath@brynmawr.edu)

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