

# BRYN MAWR

## COLLEGE

### CUSTOMS PERSON JOB DESCRIPTION

2023-2024

#### **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 first and second semester.

#### **Statement of Duties**

Customs People are returning students who are assigned to a residence hall to assist new, transfer, and guest students in making the transition to college life during their first year. They receive supervision from the New Student Programs Coordinator and the Graduate Assistant for the Office of Student Engagement and New Student Programs. Customs People are meant to act as the first friendly face for new students and help guide them through their transition to Bryn Mawr College.

#### **Roles and Responsibilities**

##### ***Summer Role and Training:***

- Over the summer you will be paired with a CP from another dorm who you will remain paired with throughout orientation and the first semester. Together, the second week of August, you will host one virtual hangout to meet each other's groups
- Attend all CP and DLT trainings that will take place before new students arrive (mandatory)
- Complete all online education modules (mandatory)

***Customs Week*** (CPs will be paid for a maximum of 50 paid hours for the time from training through orientation (8/24-9/3))

##### ***Throughout orientation you will be expected to:***

- Introduce yourself to your groups to start building community (create a group chat with your groups)
- Mingle with your groups and introduce them to your pairs group
- Hold spaces for reflection and community and pause (either together with your partner or on your own)
- Expected to bring groups to the group photo and help to organize them
- Expected to attend all required sessions with your group during orientation
- Expected to go with your group to College Fest using public transportation (this will be a THRIVE requirement they must meet)
- Expected to take one group trip to Bryn Mawr town

***First Semester Expectations (CPs may work a maximum of 5 paid hours per week)***

- Every week hold 2 office hours for students to come ask questions, talk about their transition so far etc. Know where to refer students based on their personal lived experiences
- CP pairs will host an event a month together for their groups, switching what dorm the event is in (event ideas will be ready to go for you to pick together, all materials will be purchased and ready for you to come pick up in the Campus Center)
- Encourage groups to go together to NSP hosted events
- Attend biweekly check-ins with the graduate assistant for Student Engagement and New Student Programs
- Model positive behavior that aligns with the Honor Code and serves 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

***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 2 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

***Second Semester Opportunities (Maximum 3 paid hours per week)***

CPs will have the chance to assist the New Student Programs Coordinator with second semester first year programming and interviewing the next year's CPs.

***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 commitment to serve the community. They are hired as a Level 1 student employees and will be paid for a maximum of 50 hours for training and new student orientation and a maximum of 5 hours of work during the fall semester, and 3 hours of work a week in the spring semester. The principal benefits are the personal growth and experiences that come from working with and helping a diverse and talented group of students. CPs are compensated for their time during DLT Training and New Student Orientation (50 hours maximum), which takes place prior to the beginning of the academic year.

### **Length of Appointment**

Customs People are appointed for one academic year beginning May 2, 2023. CPs are expected to be available to host interest groups and discussion sessions during July and August 2023 and would return to campus mid-August.

### **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.

*DLT positions are student employment opportunities. To be eligible, applicants must be U.S. citizens or have an employment authorization document (EAD) in addition to a valid social security number (SSN).*

### **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 New Student Programs Coordinator from a committee comprised of both students and staff members of the College.

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

**FOR FURTHER INFORMATION CONTACT:**

Missy MacPherson M.S. (She/Her/Hers)

New Student Programs Coordinator

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