



Building Leader Position Description

Requirements:

- Must participate in all of the important dates outlined below
- Must be in good standing with Housing and the University
- Previous experience in the MLead program preferred

Responsibilities for MLead Building Leaders:

- A desire to oversee team and make a positive influence on new students
- Coordinate and guide Team and MLeader(s)
- Act as liaison between Team Leader, MLeader, and housing staff
- Facilitate a small group (15-20) of new students during move-in
- Seek answers for all questions asked
- Refer parent inquiries to professional staff
- Wear the designated Move-In t-shirt during all scheduled shifts
- Maintain a positive attitude and disposition at all times
- Attend all required meetings and trainings
- Distribute and discuss the MLead Guidelines and Responsibilities
- Assign specific duties for Team and MLeaders
- Provide onsite check-ins with Team, and MLeaders on a regular basis
- Be knowledgeable of the University Move in and Welcome Week schedule
- Meet with the Hall Director, Community Center Manager, and Building Facilities Manager
- Provide assistance at the Community Center, create keys, and welcome packets
- Provide onsite management of MLeaders distribution
- Manage shift changes, reassigning blue bins, communicating updates
- Serve as a resource for your student group throughout move-in
- Schedule and manage Team Leader and MLeader shifts using WhenToWork
- Act in accordance with University policies, the Statement and Community Living Standards, University Values, and Federal/State laws

Benefits

- Positively impact the transition of new students to campus
- Create lasting relationships with incoming and current students
- Develop leadership and communication skills
- Great way to give back to the University of Michigan community
- Meals provided during the program and Blue Bucks allowance

Important Dates:

- **August 15, 2018:** Move-In
- **August 15 - August 31, 2018:** Program commitment time period

Building Leader Agreement 2017

By signing the following you acknowledge that you have fully read, understand and agree to all the information outlined in this document for the role of MLead Academy Building Leader for the time period of Wednesday, August 15, 2018 until Friday, August 31, 2018. I _____ (print), agree to follow all information outlined in the above position description as well as the policies outlined in the Community Living Standards at Michigan Document (CLAM). Recognizing that failure to meet any responsibilities or violating any policies found in the CLAM may result in my dismissal from the MLead Academy program and forfeiture of any benefits from being in the program.

Signature: _____ Date: _____

Dismissal may result from any of the following activities:

- Committing any infraction of the [Community Living Standards](#) or the [Statement of Student Rights and Responsibilities](#)
- Violating University, State or Federal policies concerning alcohol such as underage possession or use of alcohol, providing alcohol to minors, drinking in public areas of the residence hall, or public intoxication in the residence hall or apartments
- Violating University, State and Federal drug policies concerning controlled substances
- Misuse of University property or the Onity system
- Physical assault or sexual assault/harassment
- Unexcused absences from community center shifts, trainings, or move-in shifts
- Failure to complete assigned tasks or responsibilities
- Loss or misuse of onity keys, including giving or making keys to a non-MLead Academy Affiliated member for any reason.
- Gross misconduct - Dismissal may occur when opportunities for corrective action have been provided but performance has not improved, when additional violations occur, or when an initial violation is serious. Gross misconduct is behavior that places the safety and/or security of staff, colleagues, residents, or the University at risk. Gross misconduct includes, but is not limited to the following examples: violation of confidentiality; abusing the power inherent in the position; tampering with personal property; malicious destruction, willful neglect or unauthorized possession of University property; arson; murder or assault and battery; possession and/or use of weapons; sexual assault; a felony charge; theft; telephone fraud; and use/possession/selling of illegal substances.

