

**University of Rochester**  
**Innovation Square Community Ambassador**  
Position Description 2023-2024

The Office for Residential Life and Housing Services (the Department) leases four floors of the privately owned and operated Innovation Square complex at 100-140 South Clinton Avenue in Rochester, NY. The residents of these four floors are University of Rochester undergraduate students who are assigned to live there as on-campus housing under an undergraduate housing contract with the Department. They are responsible for all of the terms and conditions of the undergraduate housing contract. Their housing fees are paid directly to the University as part of the Residential Life billing through the Bursar' Office.

The Community Ambassador is an undergraduate student who lives at Innovation Square, and who is employed by the Department to serve critical communication and community development functions between the residents and the Department. The Liaison is an on-site point of contact for the student residents living on the 9<sup>th</sup>-12<sup>th</sup> floors of Innovation Square. The position is designed to enhance the experience and satisfaction of students living at Innovation Square on a housing contract with the Department.

**Requirements:**

- Junior or senior Fall 2023
- Minimum cumulative GPA of 2.50
- No current academic or non-academic sanctions
- Residence on the 9<sup>th</sup>-12<sup>th</sup> floors floor of Innovation Square
- Availability to work up to 10 hours per week
- Willingness to commit to participation the entire 2023-2024 academic year
- Position reports to the Assistant Director for Graduate, Family, and Off-Campus Housing
- Position serves as Liaison to on-site Leasing staff (Danielle Linzey or equivalent position)

**Compensation:**

- Hourly wage paid bi-weekly

**Responsibilities (averaging 10 hours per week):**

- Be a positive member of the student community
- Know the residents of the 9<sup>th</sup>-12<sup>th</sup> floors, and be known to them in the Ambassador role
- Be available and accessible by email, and by hosting weekly office hours
- Function as an advocate and serve as a resource for students regarding housing issues with the Department, as well as within Innovation Square
- Be aware of University support resources and refer students appropriately
- Assist with check-in and check-out as needed
- Serve as initial mediation resource for any concerns among apartment-mates or neighbors. Utilize and refer to University mediation resources as needed
- Develop a communication system such as an email listserv or electronic newsletter for Innovation Square residents which may include periodically disseminating information door-to-door
- Share information related to Residential Life process such as room selection lottery, check-in and check-out
- Promote positive relations among neighbors at Innovation Square
- Host 2 events or gatherings for residents of the 9<sup>th</sup>-12<sup>th</sup> floors each semester (these may be on- or off-site, and may be in collaboration with larger Innovation Square promotions)
- Meet bi-weekly with supervisor
- Meet monthly with Innovation Square Leasing staff (Danielle Linzey or equivalent position)
- Other duties as assigned