

## **Campus Living Initiatives and Partnership Peer Supporter (CLIPPS) POSITION DESCRIPTION 2024-2025**

### **Department Overview**

---

Campus Living at Northern Arizona University houses 7,800 students and staff in 16 campus living communities (CLCs) across 22 buildings, including traditional, suite and apartment communities. Our departmental mission and four foundational value areas work in concert to provide an intentional, comprehensive and expansive lens guiding all we do and how we do it. Through our values, we ground our approach, priorities, decisions, interactions, services, staffing, resources, processes, policies, reflection and navigation of complex situations.

Campus Living [Mission Statement](#):

*“We create a welcoming and vibrant campus living experience where students connect, explore and belong.”*

Our four [foundational value areas](#):

- Care and Support
- Community and Connectedness
- Equity and Inclusion
- Learning and Development

We value and honor diverse experiences and perspectives, and are [committed to fostering inclusive communities](#) where individuals feel valued, safe, and understood. To promote the success of students, staff and faculty, we strive to learn about individual and shared human experiences, while advocating for the respect and inclusion of all identities.

### **Position Overview**

---

The Campus Living Initiatives and Partnership Peer Supporter (CLIPPS) is an academic-year student position focused primarily on providing on-site academic and career resources and support to residents in our campus living communities (CLCs). CLIP Peer Supporters help students utilize academic resources, build strong study habits, explore majors, attend career events, search and apply for jobs, and benefit from a supported academic transition to and through college.

In partnership with Athletics, University Advising, Career Development, Office of Inclusion, First Year Experience, Health Promotions, and other campus offices, CLIP Peer Supporters bring resources and support on-site in our campus living communities in direct support of our departmental mission and foundational values (Care and Support; Community and Connectedness; Equity and Inclusion; Learning and Development). Reporting directly to a CLIP Graduate Assistant and indirectly to a CLIP Coordinator, each CLIP Peer Supporter promotes our foundational value areas to support key initiatives and campus resource/academic college partnerships. Additionally, CLIP Peer Supporters share work as a team to support emerging and/or complex departmental/university initiatives.

The CLIP Peer Supporter’s role is an average of 15 hours per week but may vary some weeks based on the academic calendar, CLIP initiatives, student trends, and departmental needs. During peak times such as fall opening and signature events, Peer Supporters may work additional hours (20-25) per week in peak times. The CLIP Peer Supporters role is paid hourly and receives bi-weekly paychecks.

### **Job Functions and Responsibilities**

---

#### **Campus Living Initiatives and Partnerships**

- Collaborate with campus partners and campus living community (CLC) staff to develop and implement programs, initiatives and targeted resources supporting Campus Living foundational values, Student Affairs priorities, and the NAU Strategic Roadmap.
- Collaborate with CLC staff to implement determined priorities for the departmental Community Engagement Plan framework supporting the intersection of academic, career and social life.
- Meet during designated times with academic support programs, career development, additional campus partners, and staff to assess student needs and to plan relevant engagement opportunities and events.
- Assist with the coordination and implementation of Campus Living Signature Events and partnered programs intended to enhance the NAU campus living experience, including Welcome Jacks move-in program/process, The NAU Letters, Running of the Freshmen, Family Weekend, Enrollment Events, and other large-scale efforts.
- Support other campus partner initiatives and departmental events as needed, such as teaching NAU 100, Wellness Wagons, assisting with BIO Boot Camp, helping with Commencement, and Admissions events, etc.

### **Student Connections**

- Schedule meetings and events with students individually or in small groups on-site in the CLC to provide academic and career support including topics such as:
  - Academic and career resources available on campus, and opportunities for bringing resources to the campus living community
  - Academic transition to college
  - Academic goal setting, changing majors, and course scheduling process
  - Exploring majors
  - Exploring careers, internships and involvement opportunities
  - Mock interviews
  - Transferable skills
  - Building a resume and writing cover letters
- Respond in a timely manner to referrals made by CAs for additional student academic/career support.
- Refer students to CAs, faculty and/or campus resources related to other concerns shared during conversations.
- To support student/staff connections and visibility, each CLIP Peer Supporters is required to work four (4) to six (6) scheduled hours per week (typically three 2-hour shifts) throughout the academic year at a designated front desk community hub located in a CLC and/or the Campus Living Resource Center (CLRC). CLIP Peer Supporters have the option to work additional shifts including picking up desk shifts from those out sick, shifts during breaks (Thanksgiving, Winter, Spring) and during peak times when shifts may be added to the schedule.
- During desk shifts, complete all operational desk tasks and respond to student needs, including answering questions, monitoring CLC security through the Lenel system, receiving/distributing packages, responding to lockouts, checking students and temporary residents in/out of their room, handling keys and resources, and conversing with students at and around the desk.

### **Administrative Responsibilities**

- Advertise CLIP services and resources in campus living communities through Campus Living marketing materials, social media, department and CLC listservs, Community Council and floor/area meetings, CLC walkthroughs, and word-of-mouth through student/staff interactions.
- Submit required event planning forms including funding requests as needed.
- Record and track engagement of individual student conversations, small group sessions and planned events in the StarRez database.
- Clock in and out in LOUIE as you work; submit payroll for approval following all department and university guidelines.
- Respond promptly to emails from supervisors and students.
- Complete other administrative tasks as assigned or needed.

## Staff Training, Development and Teamwork

- Attend and actively participate in all regularly scheduled training and staff development sessions, one-on-one meetings, and CLIPPS staff meetings/trainings as arranged throughout the academic year.
- August and January training periods require CLIP Peer Supporters to return to campus prior to the official opening of the CLCs.
- Meet weekly and work closely with your supervisor to focus on professional development and performance in the role. Keep supervisor informed of student trends, concerns, engagement efforts, partnerships, etc.
- Intentionally develop and maintain positive and collaborative staff relationships.
- Contribute to the team, share the workload, and role model ethical work habits.
- Serve as an approachable and accessible resource for fellow staff members.
- Communicate respectfully while sharing and receiving feedback.

## Conditions of Employment

---

### Academic Responsibilities

All CLIP Peer Supporters are required to:

- Have and maintain a minimum semester and cumulative grade point average of 2.00. Additional details in the Peer Supporter Agreement address steps taken if semester and/or cumulative GPA fall below 2.00.
- Have completed at least 24 credit hours (from NAU or another institution) by the end of the semester prior to beginning the role. (Ex: 24 hours completed by end of Spring 2023 to start the position in Fall 2023)
- Be a full-time NAU student, enrolled in 12-18 NAU credits (or 9-15 graduate credits). Enrolling in more than 18 credits or fewer than 12 credits requires supervisor approval prior to class registration.
- Maintain a minimum 67 percent pace of progress. The total sum of your successfully completed credit hours divided by your total attempted credit hours measures your pace of progress. Transfer hours are counted as both completed and attempted.
- Be available for the full academic year.

CLIP Peer Supporters who will be completing internships, clinical or practicum hours, or student teaching, will be required to develop an action plan with their supervisor prior to the semester the academic requirement begins.

### Outside Activities

Due to the nature of the CLIP Peer Supporters position, it is essential for the CLIP Peer Supporters to maintain balance between classes and extracurricular activities, serve as academic role models and be available to support the students in the CLC. To accomplish that, the following guidelines apply:

- The CLIP Peer Supporters role has priority over other activities with the exception of academic work.
- CLIP Peer Supporters may be employed in part-time jobs outside of the position for up to a total of fifteen (15) hours/week based on performance and supervisor approval\*  
*\*On-campus student employees may work up to 30 total/combined hours/week when classes are in session and up to 40 hours per week during winter and spring breaks or summer session. Exceptions apply for Minors or International students based on Visa status. For those with Federal Work Study, it is recommended that you do not exceed 20 hours per week in total.*
- Activities and employment outside of the CLIP Peer Supporters position require supervisor approval at the beginning of each semester and/or prior to adding an activity.

### Background Checks

A criminal background investigation and employment history investigation are required and performed prior to employment. Employment is contingent upon clearance by the NAU Human Resources office.

### Student Conduct Standing

All CLIP Peer Supporters are required to remain in good standing as it relates to student conduct as outlined in the Student Code of Conduct.