TERMS OF APPOINTMENT
PGPR CLUSTER LEADERS

Cluster Leaders are student residential leaders residing in Prince George’s Park Residences (PGPR) and they work with the Resident Advisors and Resident Assistants to look after the welfare of the residents within their cluster. They are the key communicators for their cluster and are an important part of the student care support network.

Roles and Responsibilities of Cluster Leader

1. Residing in PGPR from Week -1 onwards and to participate in welcome activities for new residents.

2. Promote community living within the cluster through –
   a. Introducing new residents to residential living and support services at PGPR, upon their arrival and during their transition to campus life;
   b. Brief residents on the use and care of common facilities at Kitchen and Wash room;
   c. Brief and remind residents on housing rules and compliance;
   d. Planning and execution of activities throughout the semester that promote social interaction, relationship building and a strong floor and block identity; Organise activities for Cluster/Block at least 3 times a semester. Submit the proposed programmes and activities to his/her Resident Advisor for approval by end of week 1.

3. Work with Resident Assistants and other Cluster Leaders in the block and residence to reach out to residents and to create a memorable residential experience for residents through social activities, sports, community service, wellness and personal effectiveness programmes.

4. Meet residents in the cluster regularly and promote a harmonious living and studying environment within the cluster.

5. Maintain a safe and secure cluster environment. Reports suspicious activity or any breach of housing guidelines to Resident Assistants and Resident Advisors.

6. Serve as Fire Warden for the cluster during fire drills and actual fire breakouts.

7. Organizes weekly mail collection within the cluster. Responsible for signing out and returning of cluster mailbox key to PGPR Management office before the end of CL appointment.

8. Undertakes other duties as assigned by Resident Advisors and Office of Student Affairs.
Meetings and Trainings

1. Meet Resident Assistants and Resident Advisors at least once a month.

2. Attend briefings, meetings and trainings organised by Resident Advisors and Office of Student Affairs.

Terms of Appointment

1. The cluster leader appointment is for Academic Year 2018/19 only.

2. Continued appointment in Sem 2 AY18/19 and recommendations for re-appointment in AY19/20 are subject to satisfactory discharge of responsibilities during the appointment period, recommendations from RAs/RADs and OSA Residential Life needs.

3. OSA Residential Life reserves the right to terminate the appointment at any point where the cluster leader is not performing at a level that is expected of him/her.

Ethical Behaviour and Data Security


2. Cluster Leaders should abide by the NUS PDPA Guidelines for students as shared in http://nus.edu.sg/registrar/info/info/NUS-Student-Data-Protection-Policy-Regn.pdf, when planning and executing programmes for the residence.

3. All information accessed during the Cluster Leader’s term of appointment should not, at any time during or after the termination of appointment, be used or disclosed to any third party.

4. Such information includes personal data and information of students, as well as all forms of electronic storage and communications available on campus.
**Benefit**

1. Appointed cluster leaders will be awarded up to 20% rebates on their hostel fees at the end of each semester upon satisfactory performance review by the Resident Advisors.

**Termination of Appointment**

1. OSA reserves the right to terminate the Cluster Leader’s term of appointment should any arising circumstances incapacitate the Cluster Leader from fulfilling his/her duties and responsibilities for a reasonable length of time, or that it will affect the standard of residential life.

2. This appointment will lapse immediately in the event where a Cluster Leader is no longer a full-time NUS student or is no longer staying in PGPR.
Agreement

I have accepted the appointment as Cluster Leader under the terms and conditions as outlined above which I have read and fully understood. I agree to abide by all these terms and conditions as well as all applicable University policies and procedures relevant to my appointment.

I also understand that any breach on my part of any of the terms and conditions of my duties and responsibilities will render me liable to possible disciplinary action and/or immediate termination of my appointment as Cluster Leader.

(Signature)

Name: _____________________________

Matriculation Number: ______________

Date: _____________________________