

COMMUNITY ADVISOR
Position Description
University Student Housing at Texas Tech University

General Description

University Student Housing provides programs and activities in a comfortable, convenient, and supportive living environment that fosters campus involvement and active learning within a diverse community.

The Community Advisor (CA) is a student who is employed by University Student Housing to serve as a live-in member of the Residence Life Staff. The CA works with the Residence Life Professional Staff in establishing a positive living and learning environment for the students of Texas Tech University in their area of responsibility. The CA's immediate supervisor is a Residence Life Coordinator or Graduate Hall Coordinator.

The Community Advisor is primarily involved in creating a community environment that is focused on student learning and student success. In order to accomplish this, the CA is expected to play a variety of constantly changing roles. The CA must be flexible and creative in meeting the residents' needs by serving as an educator, counselor, advisor, mentor, and educational programmer. This position requires a serious time commitment and willingness to be available and accessible to other students.

The Texas Tech University, University Student Housing is committed to the total development of the resident within an inclusive community through student government, programming, residence hall standards, and supportive learning environments in the residence halls.

Essential Basic Functions

The essential functions of the CA position include the ability to: read reports; gather and compile information for reports; perform cash transactions; distribute mail and packages; issue keys and equipment; communicate effectively with residents, staff, and guests; prepare written memorandums, documents, and forms; direct and respond to fire alarms; monitor physical conditions of all residence hall facilities; ascend and multiple flights of stairs; and operate a manual key lock system.

Responsibilities

The Community Advisor is responsible to a Residence Life Professional Staff Member and is expected to fulfill duties as assigned. Following are some of the specific responsibilities a CA assumes while working within a particular complex.

Educator

- Assess the needs of the community and developing goals to reach these needs
- Assist in the development of short term and long-term goals
- Empower students to develop communities that best suit their needs
- Establish an environment that is conducive to student learning and student success by encouraging respect for each other's study time, developing study groups, and assisting student learning in and out of the classroom
- Participate in departmental selection processes for professional and paraprofessional staff
- Support and recognize group and individual achievements

Creating a Community Environment

- Promote a positive environment that provides their residents with opportunities to acquire the most from residence life, their academics and their personal development
- Establish community standards to create a mutually cooperative environment for residents
- Provide optimal study conditions, information on policies and traditions, and encourage students to respect the rights and property of other students
- Disseminate information through bulletin boards, flyers, newsletters and other publicity

Providing Student Assistance

- Be aware of student needs and problems, as well as being available to provide assistance
- Serve as a role model to residents through his/her actions and maturity both on and off campus
- Be familiar with area and campus resources designed to assist students and be able to make necessary referrals

Advising Student Activities and Programs

- Be an advisor and resource person for and encourages students to take responsibility for their own programs
- Support student activities by attendance and participation
- Develop events and programs as outlined in the departmental community development philosophy

Encouraging Student Responsibility

- Encourage student involvement in developing and enforcing rules and regulations
- Assist individual growth towards self-discipline

- Respond in a positive and helpful manner when confronted with behaviors or infractions that disrupt the environment
- Know and understand the reasons behind University regulations and to stand ready to report infractions according to current policies
- Refer to the Professional Staff any individual or incident, which needs prompt attention

Completing Administrative Tasks

- Keep the Professional Staff informed of any significant incidents or plans and to assist them in certain administrative details. These may include:
 - Preparing and maintaining reports and records as required by the Professional Staff
 - Participating in required meetings and staff development activities
 - Maintaining office hours
 - Performing Dedication Rounds as required
 - Reporting necessary maintenance issues
 - Following up on emergency/crisis situations
 - Knowing and communicating proper emergency procedures for resident safety
 - Participating in Student Staff Selection Processes, Professional Staff Selection Process and Housing Contract Renewals and other retention efforts
 - Serving on staff advisorships and/or departmental committees
- Complete Other duties as assigned

Qualifications

Community Advisor applicants should have experience in an on-campus living environment. Applicants should be capable of handling responsibility and demonstrate academic ability. Sensitivity to students' growth and developmental needs in the university and residence halls setting is essential. At the time of application, the minimum required employment criteria will include:

- Upon application, a Texas Tech Police Department Criminal Background Check will be performed. Initial employment will be based upon this check.
- Candidates must be in good standing with the university and currently have a minimum 2.25 semester and 2.50 cumulative grade point average as a full-time student enrolled for a minimum of 12 hour undergraduate, 9 hours graduate.
- Must be in academic and judicial good standing with the University and the Department of Housing and Residence Life.
- First semester transfer students must submit academic transcript from most recent institution attended.

At the time of hire, the newly hired CA must maintain the minimum required employment criteria, which includes:

- Must have completed a minimum of 24 total credit hours, with 24 credit hours at Texas Tech (12 for Transfer students)
- Must hold and maintain a 2.25 semester and 2.50 cumulative grade point average as a full time student enrolled for a minimum of 12 hours undergraduate, 9 hours graduate.

Maximum enrolled credit hours per semester are 16 hours undergraduate and 9 hours graduate. Exceptions must be approved by the CA's immediate supervisor and the Assistant Director.

Additional Requirements

Student Staff Training:

CA's are required to return to school and report to their respective complex for orientation, training and work sessions prior to the beginning of classes each fall and spring semester. This training takes precedence over any and all extracurricular activities with which a CA is involved. The CA is required to be present and on the job until the halls have been properly closed, inventoried and secured for Thanksgiving recess, between semesters, at Spring Break, and the end of the academic year.

Outside Involvement:

Frequently, members of the Residence Life Staff are individuals who are involved in many facets of campus life, leadership, sports, and work. The CA position demands a significant time and energy commitment that should not detract from student academic performance. Involvement in Residence Life activities such as staff meetings, wing and hall activities, staff training, and quality time with the residents must take priority over other social activities. Employment as a student staff member plus normal academic pursuit is considered a full-time commitment. It is required that Community Advisors not hold other employment or internships outside or within the University. Exceptions may be arranged by approval from the Director of Housing and Residence Life.

Community Advisors are hired on a year-to-year basis:

Annual review of job performance by individual supervisors will determine continued employment from one year to the next.

Resignation of Employment:

If at anytime during employment the CA chooses to resign his/her position, room and board does not continue. Room and board is forfeited the day that the CA leaves the position. The board plan cannot be spent more than the prorated amount given during the time of employment.

Remuneration

Community Advisors receive room and board (when dining halls are in operation) for the academic year. In addition, Community Advisors receive a stipend each month. A stipend of \$140.00 a month. Whenever possible, each Community Advisor will be permitted to occupy a double room as a single. However, University Student Housing may assign roommates if the need arises. Meal plan amounts are prorated should a CA resign or be separated.

Texas Tech University is committed to the principle that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, national origin, age, sex, or disability, and that equal opportunity and access to facilities shall be available to all.