

# Community Advisor

*Texas Tech University – University Student Housing – Residence Life*

## **General Description**

University Student Housing at Texas Tech University promotes each student's learning experience by creating safe, supportive learning environments for academic and personal success. 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 roles. The CA must be flexible and creative in their role as an educator, counselor, advisor, mentor, and educational programmer to meet the needs of their residents. *This position requires a substantial time commitment and the ability to be available and accessible to the members of their community*

Texas Tech University and University Student Housing are committed to the holistic development of each residence hall resident through student government, programming, residence hall standards, and supportive learning environments in the residence halls.

## **Essential Functions**

The essential functions of the CA position include:

- Reading reports
- Gathering and compiling information for reports
- Performing cash transactions
- Distributing mail and packages
- Issuing keys and equipment
- Communicating effectively with residents, staff, and guests
- Preparing written memorandums, documents, and forms
- Directing and responding to fire alarms
- Monitoring physical conditions of all residence hall facilities
- Ascending multiple flights of stairs
- Operating a manual key lock system
- Lifting 25 pounds
- Operating a hand held radio



TEXAS TECH UNIVERSITY

University Student Housing™

## **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.

### **Achievement**

- Establishing an environment that is conducive to student learning and success by encouraging respect for each other's study time, developing study groups, and assisting student learning in and out of the classroom
- Supporting and recognizing group and individual achievements
- Providing optimal study conditions and information on policies and traditions
- Encouraging students to respect the rights and property of other students
- Familiarizing self with area and campus resources designed to assist students and making necessary referrals
- Acting as an advisor and resource person
- Encouraging students to take responsibility for their own programs
- Knowing and understanding the reasons behind University regulations and reporting infractions according to current policies

### **Character**

- Responding in a positive and helpful manner when confronted with behaviors or infractions that disrupt the environment
- Serving as a role model to residents through actions and maturity both on and off campus

### **Civility**

- Assessing the needs of the community and developing goals to reach these needs
- Empowering students to develop communities that best suit their needs
- Establishing community standards to create a mutually cooperative environment for residents
- Developing events and programs as outlined in the departmental community development philosophy
- Encouraging student involvement in developing and enforcing rules and regulations

### **Engagement**

- Participating in departmental selection processes for professional and paraprofessional staff
- Disseminating information through bulletin boards, flyers, newsletters, and other publicity
- Having awareness of student needs and problems, as well as being available to provide assistance
- Supporting student activities through attendance and participation

### **Independence**

- Assisting in the development of short-term and long-term goals
- Promoting a positive environment that provides residents with opportunities to acquire the most from residence life, academics, and personal development
- Assisting individual growth towards self-discipline
- Referring to Professional Staff any individual or incident that needs prompt attention



## Completing Administrative Tasks

Keep the Professional Staff informed of any significant incidents and 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
- Assisting with providing break coverage including fall, spring, and Thanksgiving breaks; MCW includes winter break
- 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 advisor-ships and/or departmental committees
- Completing other duties as assigned

## Learning Communities

Learning Communities (LCs) are designated residence hall floors on which students sharing common academic and personal interests are housed together, provided specialized programming and facilities, and given increased access to faculty, academic staff, and other students pursuing common goals. For more information about LCs, please see <http://www.housing.ttu.edu/learningcommunities.php>.

Community Advisors who work on an LC floor may have additional tasks included in their job responsibilities. Those responsibilities could include:

- Assessing and developing programming based on residents' wants and needs as well as the needs and wants of faculty and staff stakeholders
- Collaborating with faculty and staff to present programs
- Presenting traditional LC programs
- Assisting in development of new traditional LC programs
- Attending monthly stakeholder meetings to discuss LC programs and initiatives
- Discussing programming needs and wants with faculty and staff stakeholders
- Discussing any floor issues that faculty or staff could be of assistance
- Assisting in development of LC newsletters, t-shirts, and Facebook pages



TEXAS TECH UNIVERSITY

University Student Housing™

### Freshman Interest Groups (FIGs)

Freshman Interest Groups (FIGs) are cohorts of 10 – 20 first-time, first-year students living in a designated community who are co-enrolled in a set of courses, including first year seminar, during the fall semester.

Community Advisors serving communities with Freshman Interest Groups (FIGs) may assume the following responsibilities connected to the FIG: *(this equals approximately 3 additional hours per week during the fall semester)*

- Assisting and collaborating with instructor on development and/or implementation of the FIG's first year seminar curriculum
- Meeting regularly with instructor prior to and while seminar is in session
- Attending all seminar meetings to facilitate activities and discussion
- Developing familiarity with curricula of the FIG's set of co-enrolled courses
- Collecting copies of syllabi
- Meeting with and obtaining contact information from instructors
- Attending each course at least once

CAs assuming these unique responsibilities will have other responsibilities adjusted per departmental guidelines.



TEXAS TECH UNIVERSITY

University Student Housing™

## **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 currently have a minimum 2.250 Texas Tech University (TTU)/Texas Tech University Health Sciences Center (TTUHSC) semester grade point average (GPA) and 2.500 TTU/TTUHSC cumulative GPA
- Candidates must be a full time student at TTU or TTUHSC (minimum 12 undergraduate credit hours or 9 graduate credit hours) or have the total equivalent total credit hours between TTU and TTUHSC
- Candidates must be in good academic and judicial standing with the University, Student Judicial Programs and University Student Housing
- First semester transfer students must submit academic transcript from most recent institution

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 at TTU and/or TTUHSC (12 credit hours for transfer students)
- Must have resided in TTU campus housing for at least two semesters (one semester at TTU plus documentation of additional equivalent residential community for transfer students)
- Must maintain status as a full time student at TTU or TTUHSC (minimum of 12 undergraduate credit hours or 9 graduate credit hours) or have equivalent total credit hours between TTU and TTUHSC
- Must achieve and maintain a minimum 2.250 TTU/TTUHSC semester GPA and 2.500 TTU/TTUHSC cumulative GPA
- Must maintain good academic and judicial standing with TTU/TTUHSC, University Student Housing, and Student Judicial Programs

*Maximum enrolled credit hours per semester are 16 undergraduate and 9 graduate hours. Exceptions must be approved by a CA's immediate supervisor and the Assistant Director of Residence Life prior to enrollment.*

## **Additional Requirements**

### **Student Staff Training**

CA's are required to return to campus 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 Break, 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 other employment opportunities. In compliance with the Affordable Care Act, staff will work on average 20 hours per week and thus outside involvement will be limited to ensure job duties can be fulfilled. *The CA position demands a significant commitment of time and energy that should not detract from 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. Community Advisors may not hold other employment, paid or unpaid, or participate in other activities, including, but not limited to, student teaching, internships outside or within the University, or study abroad programs, as these activities affect the student staff's availability to meet the responsibilities of the Community Advisor position. Exceptions may be arranged by approval from an Assistant Director of Residence Life.

### **Length of Employment**

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

### **Resignation of Employment**

If at any time 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 a Matador meal plan (when dining halls are in operation) for the academic year. In addition, Community Advisors receive a stipend of \$155.00 per 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 for any reason. Additionally, should a Community Advisor deplete their provided meal plan funds, it is the responsibility of the Community Advisor as an individual to add their own funds to their meal plan, not the responsibility of University Student Housing.

### **Affirmative Action & Equal Opportunity (AAEO) Statement**

It is the policy of Texas Tech University to strive to maintain an educational and work environment free from impermissible discrimination. In addition to Texas Tech University's policy against discrimination on the basis of race, color, religion, sex, national origin, age, disability, protected veteran status, genetic information, or refusal to submit to a genetic test, it is the policy of Texas Tech University that no person shall be subject to discrimination on the basis of sexual orientation or gender identity with regard to admission, employment, or use of the programs, facilities, or services of Texas Tech University.

