

Summer Position Description: Community Advisor

University Student Housing Texas Tech University

General Description

University Student Housing at Texas Tech University promotes each student's learning experience by creating safe, supporting living environments for academic and personal success. 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.

The Community Advisor (CA) is a student who is employed by University Student Housing to assist in the daily management and operation of a Residence Hall/Complex during the summer school sessions. As a member of the Residence Life staff, the CA works with the Residence Life Coordinators, Graduate Hall Coordinators/Graduate Assistants, Interns for University Student Housing, Hall Secretaries, the Manager for Conference Services, and the Assistant Directors of Residence Life in creating a positive living environment for the students living in the residence halls and other guests. Many times the CA is the first contact individuals experience in the residence halls.

Essential Functions

The essential functions or fundamental job responsibilities for the CA position include the ability to: communicate effectively with students, staff, and visitors; prepare written memorandums, documents and complete forms; read reports, gather and compile information and prepare reports; serve as a part of an on-call duty rotation; direct and respond to fire alarms and major emergencies; perform cash transactions; distribute mail and packages; issue keys and equipment; monitor security of residence hall facilities; ascend and descend multiple flights of stairs; and operate a hand held radio.

The CA work schedule will cover a 24 hour period. Specific schedules within this time period are designated by the supervisor and will be published on the *WhenToWork* online scheduling module.

Responsibilities & Expectations

The CA reports directly to a Residence Life Coordinator (RLC) and is expected to fulfill duties as assigned. Following are specific responsibilities a CA assumes while working within a particular residence hall or complex:

Residence Life Competencies:

Achievement

- 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
- Support and recognize group and individual achievements
- Provide optimal study conditions, information on policies and traditions, and encourage students to respect the rights and property of other students
- Be familiar with area and campus resources designed to assist students and be able to make necessary referrals
- Be an advisor and resource person and encourages students to take responsibility for their own programs

Character

- Respond in a positive and helpful manner when confronted with behaviors or infractions that disrupt the environment
- Serve as a role model to residents through his/her actions and maturity, both on and off campus
- Know and understand the reasons behind University regulations and to stand ready to report infractions according to current policies



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Civility

- Assess the needs of the community and developing goals to reach these needs
- Empower students to develop communities that best suit their needs
- Establish community standards to create a mutually cooperative environment for residents
- Develop events and programs as outlined in the departmental community development philosophy
- Encourage student involvement in developing and enforcing rules and regulations

Engagement

- Participate in departmental selection processes for professional and paraprofessional staff if needed
- Disseminate information through bulletin boards, flyers, newsletters and other publicity
- Be aware of student needs and problems, as well as being available to provide assistance
- Support student activities through attendance and participation

Independence

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

Summer Competencies:

Service:

The CA is an important service agent to the resident, guest and visitor. It is important that the CA be knowledgeable of hall and University operations, policies and procedures in order to provide direction and answer questions. Staff will be required to use *WhenToWork* and *Microsoft Suite* in order to assist in acquiring information for our residents, guests, visitors and other staff. The CA may be responsible for checking out various kinds of equipment and supplies from the hall office and maintaining accurate records. He/she will maintain a positive, pleasant and well-groomed appearance while on duty. The staff is expected to provide accurate information and helpful resource assistance to all persons visiting the residence halls. The CA must be skilled in the area of referral. The staff must be aware of situations in which additional assistance is needed, such as contacting the Residence Life Coordinators, Graduate Hall Coordinators/Graduate Assistants, Interns for University Student Housing, Manager for Conference Services, the Assistant Directors of Residence Life, Facility Coordinators, Texas Tech Police Department (TTPD), etc., and take appropriate action.



Leadership:

The CA is expected to be alert and aware of all incidents that threaten the safety of the residents and guests in the hall. The staff will be knowledgeable of all emergency procedures including fire and tornado evacuation procedures, use of fire extinguishers, use of wetvacs and appropriate fire alarm pull responses. The staff will monitor suspicious individuals entering and loitering in the hall, and notify the Residence Life Coordinators, Graduate Hall Coordinators/Graduate Assistant staff and/or Interns for University Student Housing. In addition, staff working from 5:00PM to 8:00AM will be responsible for locking various doors, monitoring entrances/exits and making safety rounds within the residence halls in their area. The CA will be knowledgeable in the procedures utilized in maintenance related crises. In the absence of the Hall Secretary, the CA is responsible for all monies, office equipment and supplies and must ensure that only authorized personnel are allowed in the office at any time.

Administration:

The CA will provide administrative support to the Hall Secretary, Residence Life Coordinators, Graduate Hall Coordinators/Graduate Assistants and Interns for University Student Housing in the daily management of the residence hall and office. The staff will assist in preparation of the residence hall for check-in/check-out of both guests and summer school students; attend and participate in weekly meetings; serve as a part of an on-call duty rotation and complete rounds when assigned; document policy violations when Texas Tech University students are involved; maintenance reporting and record keeping; filing; typing and other duties as assigned by the Residence Life Coordinators, Graduate Hall Coordinators/Graduate Assistants, Interns for University Student Housing, Hall Secretary, Manager for Conference Services and the Assistant Directors of Residence Life.

Qualifications

CA applicants should have experience in a university group living environment. Applicants should be capable of handling responsibility and have demonstrated academic ability. Sensitivity to students' growth and developmental needs in the university and residence halls setting is considered essential.

At the time of employment, the minimum required employment criteria will include:

- Upon job offer, a Criminal Background Check and Drug Screening will be performed. Initial employment will be based upon these checks due to the security and sensitive nature of the position
- 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
- Must maintain status as a full time student at TTU or TTUHSC (minimum of 3 credit hours per summer session)
- Maximum enrolled credit hours per summer session are 6 undergraduate credit hours or 6 graduate credit hours (Exceptions must be approved by Assistant Director)
- Must have completed a minimum of 12 total credit hours at TTU and/or TTUHSC
- Must have resided in TTU campus housing for at least one semester
- Must maintain good academic and judicial standing with TTU/TTUHSC, University Student Housing and Student Conduct
- Applicants must be a current TTU/TTUHSC student and returning to TTU/TTUHSC after summer employment

Requirements

Academic Standing:

A CA must be enrolled as a full-time student and must be in good academic standing. Should a CA's *cumulative* grade point average fall below 2.50, while the semester grade point average is 2.25 or above, the CA may be placed on probation for one semester. At the end of that semester, the grade requirement must be met. If the *semester* grade point average is ever below 2.25, the CA will lose their position.



Student Staff Training and Interim Coverage:

CAs will be required to return to school and report to their assigned Residence Hall/Complex for summer orientation, training and work sessions prior to the beginning of classes each summer session. The orientation is typically held in the Spring semester, and training is conducted prior to the start date of summer conferences. The CA is required to be present and on the job until the halls have been properly closed, inventoried and secured between summer sessions and at the end of the summer.

Outside Involvement:

Involvement in residence life activities such as dedication nights, 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. Therefore, with few exceptions, it is required that CA not hold other employment or internships outside of or within the University.

Length of Employment:

This appointment is seasonal and does not guarantee employment outside of the summer (May – August). An end-of-summer performance evaluation will be completed by the CA's direct supervisor, and will be taken into consideration should the CA apply for future employment. CAs will be required to assist with interim coverage falling over the following dates for Summer 2017: May 20 – June 2, July 1 – 5, and potentially August 13 – 19.

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

CAs will receive their room and board (when dining halls are in operation) for the summer months in either West Village or Coleman Hall. In addition, CAs receive a stipend each month of \$250.00. Whenever possible, each CA will be permitted to occupy a single room. However, University Student Housing may assign roommates if the need arises. Meal plan and housing amounts are prorated should a CA resign or be separated.

Affirmative Action & Equal Opportunity (AAEO) Statement

Texas Tech University is committed to the principle that in no aspect of its programs shall there be differences in 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.

Current University Student Housing Employees: Please be aware that your summer employment may delay your academic year pay increase by up to 6 months.

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