Community Advisor Position Description

Texas Tech University - University Student Housing

General Description
University Student Housing 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 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 multiple flights of stairs; and operate a manual key lock system. Lift 25 lbs. Must be able to operate a hand held radio.

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
- 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
- Know and understand the reasons behind University regulations and to stand ready to report infractions according to current policies
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

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
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 by attendance and participation

Independence
Assist in the development of short term and long-term goals
Promote a positive environment that provides their 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

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 & facilities, and given increased access to faculty, academic staff and other students pursuing common interests and goals. For more information about LCs please see http://www.housing.ttu.edu/learningcommunities.php. Community Advisors who work on a LC floor may have additional tasks included in their job responsibilities.
Assess and develop programming based on residents’ wants and needs as well as the needs and wants of faculty & staff stakeholders.
- Collaborate with faculty and staff to present programs
- Present traditional LC programs
- Assist in development of new traditional LC programs
Attend monthly stakeholder meetings to discuss LC programs and initiatives.
- Discuss programming needs and wants with faculty and staff stakeholders
- Discuss any floor issues that faculty or staff could be of assistance
- Assist in development of LC newsletters, t-shirts, and Facebook pages

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 adds up to approximately 3 additional hours per week during the fall semester)
Assist and collaborate with instructor on development and/or implementation of the FIG’s first year seminar curriculum
- Meet regularly with instructor prior to and while seminar is in session
- Attend all seminar meetings to facilitate activities and discussion
Develop familiarity with curricula of the FIG’s set of co-enrolled courses
- Collect copies of syllabi
o Meet with and obtain contact information from instructors
o Attend each course at least once

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

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:

o Preparing and maintaining reports and records as required by the Professional Staff
o Participating in required meetings and staff development activities
o Maintaining office hours
o Performing Dedication Rounds as required
o Assist with providing break coverage including fall, spring, and Thanksgiving breaks; MCW includes winter break
o Reporting necessary maintenance issues
o Following up on emergency/crisis situations
o Knowing and communicating proper emergency procedures for resident safety
o Participating in Student Staff Selection Processes, Professional Staff Selection Process and Housing Contract Renewals and other retention efforts
o Serving on staff advisor-ships 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 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 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 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 hours undergraduate and 9 hours graduate. Exceptions must be approved by the 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. 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.

**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 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.