

# Social Justice Advocate

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

## **General Description**

University Student Housing promotes each student's learning experience by creating safe, supportive learning environments for academic and personal success. The Social Justice Advocate (SJA) is a student employed by University Student Housing as a member of the Residence Life Staff Team. The SJA works with the Residence Life Professional Staff in establishing a positive living and learning environment for the students of Texas Tech University in their assigned set of complexes. The SJA's immediate supervisor is the Manager for Social Justice Education and Community Outreach.

Social Justice Advocates (SJAs) demonstrate leadership and advocacy by promoting advancement and development of diversity, multiculturalism, social identity development and social justice through diverse programming, educational interactions, training, community development, and educational dialogues within assigned residential complexes. SJAs engage residents to support student transition into the diverse university environment, provide information about campus resources, and give residents a sense of belonging within the Texas Tech community. By promoting social justice themes and education within TTU Residence Halls, SJAs will have the opportunity to create inclusive environments and promote student personal growth.

Throughout the selection and training process, successful SJA candidates will demonstrate a willingness to learn concepts related to multiculturalism and social identity development theory, creation of educational programming for residents, and an interest in social justice advocacy within the residence halls. Additionally, effective communication skills, leadership potential, appreciation for differing viewpoints, willingness to accept responsibilities, and a sincere interest in working with students and colleagues are critical skills for this position.

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

## **Essential Functions**

Essential functions or fundamental job responsibilities for the position of Social Justice Advocate include:

- Reading reports, gathering and compiling information for reports
- Communicating effectively with residents, staff, and guests
- Preparing written memorandums, documents, and forms
- Ascending multiple flights of stairs
- Lifting up to 25 pounds



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## **Responsibilities**

The Social Justice Advocates are expected to fulfill all duties listed below, in addition to other projects and assignments determined in conjunction with supervisory team:

### **Achievement**

- Promoting and supporting campus and community offices, programs, and services focused on underrepresented students
- Demonstrating a commitment to student education in topic areas of social justice education through educational programming events

### **Character**

- Maintaining confidentiality of students and situations within the context of the position as appropriate
- Creating opportunities for students to explore and clarify personal values, beliefs and bias related to social justice issues

### **Civility**

- Initiating and maintaining positive relationships with students, providing information, support, and guidance in response to their needs and concerns
- Supporting community standards to create a mutually cooperative and civil environment for residents
- Encouraging interpersonal and group interactions among students to foster residents' consideration of social issues and the rights, freedoms, beliefs and lifestyles of others
- Referring to the Professional Staff any individual or incident, which needs prompt attention
- Being an ambassador of University Student Housing (USH) and Texas Tech University (TTU) by serving as a role model to residents through his/her actions and maturity both on and off campus
- Following and abiding by all USH, TTU, State and Federal policies and laws
- Promoting appreciation and differences among students.

### **Student Engagement**

- Supporting students' identity development by providing education regarding issues of multiculturalism, individual worldview, and how one's worldview impacts individual behavior
- Promoting a welcoming environment to encourage residents' personal, social, and academic development
- Responding in a positive and helpful manner when confronted with behaviors or infractions that disrupt the community and surrounding environment
- Facilitating dialogue within the residence hall when social identity conflicts occur \*\*
- Having knowledge of area and campus resources designed to assist students and being able to make necessary referrals
- Providing quality customer service to both students, staff colleagues, and guests of USH and TTU

### **Independence**

- Encouraging and assisting students' development of effective decision-making skills

- Creating and maintaining expectations of a safe and welcoming environment within the residence halls

### Teamwork/ Relationships

- Meeting regularly with your supervisor(s) to discuss job responsibilities and performance
- Being responsible, helpful, and respectful to all members of your staff
- Maintaining appropriate boundaries with residents, colleagues and professional staff
- Being aware of your online persona, such as Facebook, Twitter, and Instagram etc. It is important to set a consistent and positive example for residents. You serve as a representative of University Student Housing and TTU.
- Respecting and appreciating individual differences amongst staff members and students
- Promoting and coordinating opportunities for campus and community involvement addressing social justice issues\*

### Administrative Tasks *(all allocated times are approximate and subject to change)*

- Programming and Student Interaction (60% of time)
  - Creating and implementing a minimum of one active and two passive social/ educational programs each month
  - Engaging residence hall community in discussing social justice topics. This is accomplished through facilitating and debriefing structured social justice activities.
  - Being a resource for CAs who create social justice programming within their community
  - Collaborating with other SJAs to create and implement one active campus-wide program each semester
- Staff Meetings – Residence Halls (15% of time)
  - Attending on a bi-weekly basis a portion of your assigned hall staff meetings
    - Facilitating social justice staff development within meetings
- Bi-Weekly Staff Meeting (10% of time)
  - Attending the bi-weekly SJA staff meeting for training, development, information, and planning
- Bi-Weekly Supervisor Meeting (5% of time)
  - Providing individual interaction for development, training, and guidance on job related performance and feedback
- Additional Training/ Development (10% of time)
  - Participating in other departmental/ organizational trainings, programs and developments for on-going learning within social justice/ multicultural topic areas
- Participation in University Student Housing's Social Justice Education Committee (Optional)
  - Engage with professional staff within University Student Housing to develop programs and trainings for campus-wide and departmental initiatives
- Other duties, as assigned



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### **Qualifications**

Social Justice Advocate applicants should have experience in an on-campus living environment. Applicants must be capable of balancing academic and positional responsibility. 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, are as follows:

- Upon application, a Texas Tech Police Department Criminal Background Check will be performed.
- A successful drug test and background security check are required.
- A minimum 2.250 TTU/TTUHSC semester GPA and 2.500 TTU/TTUHSC cumulative grade point average
- Enrolled as a full time student at Texas Tech University or Texas Tech Health Sciences Center (minimum 12 undergraduate credit hours or 9 graduate credit hours) or have equivalent total credit hours between TTU & TTUHSC
- Must have completed a minimum of 24 credit hours at Texas Tech University and/or Texas Tech Health Sciences Center (12 credit hours for transfer students)
- Must maintain good academic and judicial standing with TTU/TTUHSC, University Student Housing and Office of Student Conduct
- It is required that SJAs not hold other on campus employment.

### **Additional Requirements**

#### **Student Staff Training**

All SJAs are required to begin work and participate in orientation and continuing education activities required by University Student Housing prior to and during the academic year.

#### **Length of Employment**

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

### **Remuneration**

Social Justice Advocates will be compensated at an hourly rate for time worked. Starting pay is \$8.00 an hour (the state of Texas has no state income tax) for 18.5 scheduled hours a week; additional hours, up to 20 hours total per week, may be worked with permission from supervisor in advance. Pay periods are bi-monthly.

### **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.

\*Teaching for Social Justice and Diversity, 2<sup>nd</sup> ed. Adams, Bell, & Griffin, 2007

\*\*Adapted with permission from *Multicultural Advocate*-University Housing at Illinois, 2014