



**FrogJobs Number:** 00000  
**Department:** Housing and Residence Life  
**Position:** Community Manager  
**Start Date:** August 2023

**Duties and Essential Job Functions:**

- Creates a physical community where residents feel known and cared for
- Fosters an environment of belonging with resident transition in assigned community
- Research, implements and designs preferred method of communication updates for assigned community
- Fosters a work environment of belonging and development for 7-9 Community Assistants (CAs)
- Develops and implements systems for community facility operations and key management
- Coordinates community Safety Checks with Hall Director and collects information from staff for follow-up
- Works 8 hours a week at the front desk in residential building for “Knowing, Connecting, Empowering” (KCE) engagement hours and administrative desk time
- Maintains positive working relationships with all residents and staff in assigned community
- Attends staff meetings and regular individual meetings (1-on-1s) with their Hall Director supervisor
- Completes all other administrative requests under the direction of their Hall Director supervisor
- Engages in formal and informal evaluations conducted by their Hall Director supervisor
- Participates in the recruitment and selection process year-round for hall staff
- Attends and actively engages in all departmental training and development events
- Participates in all hall preparation (included but not limited to opening and closing procedures)

**Requirements:**

- Must maintain a 2.75 cumulative GPA and be in good academic standing
- Must be an undergraduate with at least a sophomore standing and one full year of college experience and served two semesters as a staff member within Housing and Residence Life by August 2023
- Must be in good judicial standing with the University and the department of Housing and Residence Life
- Student account must be in good financial standing
- Must be able to commit to one full academic year beginning August 2023 and ending in May 2024

**Preferred Skills:**

- Customer Service Skills
- Interpersonal and Helping Skills
- Critical Thinking Skills
- Equity & Inclusion Skills
- Leadership Skills
- Administrative Skills

**Remuneration:**

- The position is based on 20 hours of work a week
- Full room credit in university housing
- Full meal plan credit for assigned staff meal plan
- Monetary stipend totaling \$2,500 dollars per academic year (Fall/Spring trainings and semester stipends)