



2023 - 2024 Community Manager (CM) Process Timeline & Checklist

A CM is considered to be someone who has served in any student leadership role through Housing and Residence Life (HRL) for 2+ semesters by August 2023 at Texas Christian University.

How to Apply:

- Supervisor Meeting:** Meet with your current supervisor to determine if this is something you should pursue. Discuss pros and cons, strengths and opportunities for growth, and how to tell your story/share transferrable skills for this new position.
- Attend An Info Session:** All CM candidates are encouraged to attend an information session to learn more about the position to determine if this is something you should pursue. You will have time to meet members of the Student Staff Selection Committee and an opportunity to ask questions.
 - a. **Wednesday, 11/30 @ 7:00 p.m. (Wright Media Center)**
 - b. **Friday, 12/2 @ 3:00 p.m. (Wright Media Center)**
- Complete the Online Application:** Log onto my.tcu.edu to complete the CM application by clicking on the housing icon no later than **December 18, 2022**.
 - a. You will check the Community Manager checkbox.
- Create Presentation & Sign Up for Your Interview:** All returning CM candidates will create a 15-minute presentation and complete a 30-minute interview.
 - a. Staff will check position requirements and your eligibility prior to sending you information about CM Presentations & Interviews.
 - b. Information for CM Presentations & Interviews will be emailed to you after applications close on December 18, 2022.
 - c. CM Presentations/Interviews will be held on **January 19, 2023 & January 20, 2023**.
- CM Notification:** All CM candidates will receive their offer letters no later than **Friday January 27, 2023** and must accept or decline their offer by **Wednesday, February 1, 2023** at 11:59 p.m. (CST)

Failure to complete any part of the application or interview process can affect your status for candidacy.

Questions about this process? Contact Norma Ramirez at norma.ramirez@tcu.edu or 817-257-6904.