



## 2024-2025 Community Manager (CM) Process Timeline & Checklist

The Office of Housing and Residence Life (HRL) is excited that you have a continued interest to work with us and are looking to serve in our top student leadership position in the 2024-2025 academic year! This position works directly with the Hall Director to create a premier community experience and directly supervises student staff. We look forward to learning more about you through this experience.

Below you will find more information related to the Community Manager (CM) process, timeline, and checklist to guide you. We encourage you to read the information thoroughly and reach out if you have any specific questions. We wish you all the best, and we look forward to connecting with you through this selection process!

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 2024 at Texas Christian University. For the full position description visit the [HRL Work With Us](#) website.

### How to Apply:

- ☐ **Attend a Mandatory Info Session:** All CM candidates are required to attend 1 information session to learn more about the position and determine if this is something you should pursue. You will have time to meet members of the Student Staff Personnel Committee, learn about the position and learn about the upcoming selection process.
  - **Friday, 11/17 @ 3pm (Housing & Residence Life – Conference Room)**
  - **Wednesday, 11/29 @ 5pm (Housing & Residence Life – Conference Room)**
  - **Thursday, 12/7 @ 4pm (Housing & Residence Life – Conference Room)**
- ☐ **Complete the Online Application:** Complete the [CM application](#) no later than **Friday, December 15, 2023**.
- ☐ **Create Presentation & Sign Up for Your Interview:** All CM candidates will create a 10-minute presentation and complete a 30-minute interview.
  - Staff will check application materials, position requirements and your eligibility prior to sending you information about CM presentations and interviews.
  - Information for CM presentations and interviews will be emailed to you after applications close on December 15, 2023.
  - CM presentations and interviews will be held on **Thursday, January 18, 2024 and Friday, January 19, 2024**.
- ☐ **CM Notification:** All CM candidates will receive their offer letters no later than **Friday January 25, 2024** and must accept or decline their offer by **Sunday, January 28, 2024 at 11:59 p.m. (CST)**

Failure to complete any part of the application or selection process requirements will remove you as a candidate for consideration.

Questions about this process? Contact Norma Ramirez at [norma.ramirez@tcu.edu](mailto:norma.ramirez@tcu.edu) or 817-257-6904.