



2024 – 2025 Community Assistant (CA) Process Timeline & Checklist

A Community Assistant is a student employee who works in their residence hall to develop welcoming environments through community experiences, connecting with students and serving in the hall offices. See the full position description at <https://housing.tcu.edu/work-with-us/>.

How to Apply:

- **Complete the Online Application:** Complete the CA application by clicking on the link below and completing your application by the priority deadline of **Wednesday, July 10, 2024 (12:00 p.m. - NOON) CST**.
 - a. CA Application (2024-2025): <https://tcuhrl.wufoo.com/forms/p19i8yxd0w7qa6u/>
 - b. Staff will check position requirements and eligibility for all candidates.
 - c. Staff will review all materials and select candidates for next round interview.
 - d. Application status for priority applications will be emailed to all candidates no later than **Tuesday, July 30, 2024**.

- **Invitation to Interview:** Successful CA candidates will be invited to a 30-minute virtual interview experience **Tuesday, August 6, 2024 through Friday, August 9, 2024**.
 - a. Invited candidates will receive information on how to sign-up for an interview.
 - b. Interviews will not be rescheduled outside of times offered.
 - c. Interviews will be conducted by CA supervisors.

- **CA Notification:** All CA candidates will receive a decision letter no later than **Friday, August 9, 2024** and must accept or decline their offer by **Monday, August 12, 2024** at 12:00 p.m. (CST) - NOON

Important Information:

- **Employment Verification:** Successful candidates must complete hiring paperwork no later than **Thursday, August 15, 2024 at 5:00 p.m.**
 - a. Come prepared with your acceptable documents as you travel to TCU to return for classes. See the full list on page 2.
 - b. Physical cards/original documents must be provided for employment verification. Digital or physical copies will not be accepted.

- **CA Orientation & Training:** All CAs will be required to attend the entirety of CA orientation and training on Sunday, August 18, 2024 from 9:00 a.m. – 12:00 p.m.

Failure to complete any part of the application, interview process, employment verification, or mandatory orientation/training can affect your status for candidacy.

Questions about this process? Contact Markel Harris at markel.harris@tcu.edu or Norma Ramirez at norma.ramirez@tcu.edu.

***Should you be offered a position, please be prepared with the following physical documents to bring with you on your Move-In Day.**

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.