



**FrogJobs Number:** 00000  
**Department:** Housing and Residence Life  
**Position:** Community Manager  
**Start Date:** August 2024

**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, designs, and implements preferred method of communication updates for assigned community (included but not limited to community newsletters, social media, bulletin boards, and emails)
- Designs and executes 2 community programs each month for their residential community
- Fosters a work environment of belonging and development for 4-9 Community Assistants (CAs)
- Develops and implements systems for community facility operations and key management (including but not limited to monthly key audits, weekly facility walks, and weekly resident 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
- Coordinates hall office scheduling for CAs, RAs, LRA, and CC year-round
- Conducts monthly CA staff meetings and bi-weekly CA individual meetings (1-on-1s)
- Attends weekly hall 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
- Maintains positive working relationships with all residents and staff in assigned community
- 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 have one full year of college experience at TCU by the start date of the position
- Must have served two semesters as a staff member within Housing and Residence Life
- Must be in good judicial and financial standing with the university
- Must be able to commit to one full academic year beginning August 2024 and ending in May 2025

**Preferred Skills:**

- Leadership
- Teamwork
- Critical Thinking
- Career & Self Development
- Communication
- Professionalism
- Diversity & Inclusion

**Remuneration:**

- The position is based on an average of 17 hours of work a week for oversight of one community; 20 hours of work a week for oversight of two communities
- Full room credit in university housing
- Full meal plan credit for assigned staff meal plan
- Monetary stipend totaling \$2,000 dollars per academic year (Fall/Spring trainings and semester stipends) for oversight of one community, \$2,500 dollars per academic year (Fall/Spring trainings and semester stipends) for oversight of two communities