



STUDENT  
AFFAIRS

Housing & Residence Life

## 2024-2025 HRL Ambassador Timeline and Checklist

The Office of Housing and Residence Life (HRL) is excited that you have an interest to work with us and are looking to serve in one of our top student leadership positions in the 2024-2025 academic year! This position works directly with the Graduate Assistant for Housing Operations to be a resource for the residential community! We look forward to learning more about you through this experience.

Below you will find more information related to the HRL Ambassador 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!

An HRL Ambassador must be someone who is an undergraduate student with at least a semester of college experience by August 2024 at Texas Christian University and can commit to one full academic year. For the full position description visit the [HRL Work With Us](#) website.

### How to Apply:

- ❑ **Complete the Online Application:** Complete the [HRL Ambassador application](#) no later than **Wednesday, June 5, 2024 at 11:59 p.m. (CST)**
- ❑ **Invitation to Interview:** Staff will check application materials, position requirements, and your eligibility before determining if you will move on to the next round. Interview decision letters will be sent no later than **Friday, June 7, 2024.**
- ❑ **HRL Ambassador Interview:** successful candidates will be invited to a 30-minute virtual interview experience between **Monday, June 10, 2024 – Friday, June 21, 2024.**
  - All interviews will be in Central Standard Time.
  - Invited candidates will receive information on how to sign up for an interview via email.
  - Interviews will be conducted by the HRL Admin/Operations team.
- ❑ **Decision Notification:** All candidates will receive their decision letters no later than **Friday, June 28, 2024** and must accept or decline their offer by **Monday, July 1, 2024.**

### Important Information:

- ❑ **HRL Ambassador Return:** Student staff should plan to return to campus on Saturday, August 10, 2024 to get settled prior to reporting for training.
- ❑ **HRL Ambassador Training/Move-In:** All Ambassadors will be required to attend the entirety training and help with HRL Move-In experience Monday, August 12, 2024 – Friday, August 16, 2024.

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 Monica Manzur at [M.MANZUR@tcu.edu](mailto:M.MANZUR@tcu.edu) or 817-257-4661.