



Department: Housing and Residence Life

Position: Community Manager

Start Date: August 2026

Duties and Essential Job Functions:

- Create a physical community where residents feel known and cared for
- Foster a work environment of belonging and leadership development through direct supervision for 4-9 Community Assistants (CAs)
- Design and execute community experiences in collaboration with the CA team each month
- Develop and implement systems for community facility operations and key management (including but not limited to monthly key audits, weekly facility walks, and weekly resident follow-up)
- Research, design, and implement preferred method of communication updates for assigned community (included but not limited to community newsletters, social media, bulletin boards, and emails)
- Work 8 hours a week at the front desk in residential building for “Knowing, Connecting, Empowering” (KCE) engagement hours and administrative desk time
- Coordinate hall office scheduling for CAs, RAs, LRA, and IIA year-round
- Foster an environment of belonging with resident transition in assigned community
- Plan and execute monthly CA staff meetings and CA individual meetings (1-on-1s)
- Conduct formal and informal evaluations and feedback opportunities with CA staff
- Attend weekly hall staff meetings and give regular updates related to the community, desk operations, processes or any other areas as assigned by the Hall Director supervisor
- Attend regular individual meetings (1-on-1s) with their Hall Director supervisor
- Complete all other administrative requests under the direction of their Hall Director supervisor
- Engage in formal and informal evaluations conducted by their Hall Director supervisor
- Maintain positive working relationships with all residents and staff in assigned community
- Participate in the year-round recruitment and selection process for hall staff
- Attend and actively engage in all departmental training and development events
- Participate 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 two full years 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 2026 and ending in May 2027

Preferred Skills:

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

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 of single room based on availability in assigned residential area of responsibility
- Full meal plan credit for assigned staff meal plan
- Monetary stipend totaling \$2,000 dollars per academic year for oversight of one community or \$2,500 dollars per academic year for oversight of two communities