Department: Housing and Residence Life

Position: Community Manager

Start Date: August 2027

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 five to ten (5-10) Community Assistants (CAs)
- Design and execute two (2) 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 eight (8) hours a week at the front desk in residential building for "Knowing, Connecting, Empowering" (KCE) engagement hours and administrative desk time
- Coordinate desk and on-call scheduling for community staff
- Prepare for new resident arrivals upon room change confirmation (i.e. walk room, pull appropriate keys, prepare welcome items, sent welcome email, etc.)
- 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 (2) 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 2027 and ending in May 2028

Preferred Skills:

- Leadership
- Teamwork
- Critical Thinking
- Career & Self Development
- Communication
- Professionalism
- Care & Mutual Respect

Remuneration:

- The position is based on an average of fifteen (15) hours of work a week for oversight of one community; twenty (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