TCU STUDENT AFFAIRS | Housing & Residence Life

**2027-2028 Community Manager (CM) Process Timeline & Checklist**

The Office of Housing and Residence Life (HRL) is excited that you have a continued interest in working with us and are looking to serve in our top student leadership position in the 2027-2028 academic year! This position works directly with the Hall Director to create a premier community experience and directly supervises student staff, the Community Assistant (CA) team. We look forward to learning more about you through this experience.

A CM is someone who has served in any student leadership role through Housing and Residence Life (HRL) for at least two (2+) semesters AND will be at least a Junior in class standing by August 2027 at Texas Christian University. For the full position description, visit the HRL Work With Us website.

Below you will find more information related to the Community Manager (CM) 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 look forward to connecting with you!

**How to Apply:**

- ❑ **Attend Community Manager Info Session:** All CM candidates are required to attend one (1) information session to learn more about the position and determine if this is something you want to pursue. You will have time to meet members of the Student Staff Selection Committee, learn about the position, and gain information on the upcoming selection process.
  - **Thursday, November 5, 6:00 p.m. (Hill & Walsh Collision Space)**
  - **Tuesday, November 10, 8:00 p.m. (P.E. Clark 3rd Floor Lounge)**
  - **Monday, November 16, 1:15 p.m. (BLUU Auditorium)**
  - **Thursday, December 3, 5:30 p.m. (Virtual – https://tcu.zoom.us/j/92484807333)**

- ❑ **Complete the Community Manager Application:** Complete the CM application no later than **Tuesday, December 1, at 11:59 p.m.**

- ❑ **Create Presentation and Prepare for CM Symposium:** All CM candidates will create a five (5) minute presentation and complete a ten (10) minute interview as part of the CM Symposium.
  - Information for CM Symposium will be emailed to you by December 11.
  - Returning CMs may have the CM Symposium waived, based on their application and supervisor evaluation. If waived, the returning CM will be automatically placed back in the pool for rehire.
  - CM Symposium will be held on **Saturday, January 16, 2027,** beginning at **2:30 p.m.** and ending no later than **8:00 p.m.**

- ❑ **Community Manager Decision Notification:** All CM candidates will receive their offer and placement letters no later than **Monday, February 1,** and must accept or decline their offer by **Friday, February 5, at 12:00 p.m. NOON.**

Failure to complete any part of the application or interview process will remove you for consideration.

Questions about this process? Contact Benji Williams at b.b.williams@tcu.edu.