Applications Due Wednesday, February 1, 2012 by 5:00 p.m. to the Residence Life Office.

Please direct questions to Residence Life at 409-740-4445, ask to speak with one of the Coordinators.

Howdy! And welcome to the Community Leader selection process!

We are excited about your interest in one of the most important student leadership positions available at Texas A&M University at Galveston. Community Leaders are educators, mediators, friends, change agents, advisors, and (most importantly) leaders.

If hired and placed as a Community Leader, you will play a critical role in shaping a floor/learning community and will involve student residents in that community. The demands on Community Leaders are complex, but the material and nonmaterial benefits are extremely rewarding. The Community Leader position is the toughest job you'll ever love. But it is a tough job. As such, we are seeking highly qualified and dedicated student leaders to fill our 27 openings for the 2012-2013 school year. We recommend reading the contents of this application packet fully and talking with current Community Leaders and their supervisors in Residence Life before making your decision to apply.

Minimum qualifications:

- Applicants must have at least a 2.5 cumulative GPA at the time of application and at the time of commencement of the Community Leader position. Thereafter, Community Leaders must maintain at least a 2.2 cumulative GPA to continue as a staff member.
- Applicants must have fully completed any University judicial sanction and be in good standing.
- Applicants must have lived in a residence hall for at least one full semester at the time of application or have equivalent experience.

General Job Requirements:

Basic Responsibilities and Duties:

- Community Building (including hosting several programs each month)
- Resource and referral agent
- Crisis Intervention and Response
- Administrative Duties (including in-office data input, filing, etc.)
- Weekly Staff Meetings
- Evening Duties (including making rounds of all residence halls to interact with residents)
- Other Duties as Assigned (can include handing out flyers, moving furniture, cleaning and organizing office or residence hall areas etc.)

Time Commitment: The Community Leader position is a part-time leadership position. Over the course of an academic year, the position averages out to 20 hours per week (the highest hours full-time students are allowed to work according to Human Resources policy). Some periods of time will require greater staffing demands (such as training, opening, closing, special activities, campus crisis, etc.) and all staff are expected to be available and respond as required.

While there is no “typical” week for CLs, at a minimum each CL will participate in one night “on-duty” each week, one weekend (Friday-Sunday) of “on-duty” each month, and a 1-2 hour staff meeting each week. When CLs are on-duty, they typically may not leave campus for any reason. Additionally, if an event occurs on-campus such as a crisis or emergency involving residents, CLs will be required to respond to the event and stay on-scene until the incident is over. Often, these incidents will occur at night and may take anywhere from 15 minutes to four or more hours. The unpredictable nature of the CL position requires extreme flexibility and excellent time-management skills.

(Continued on Back)
General Requirements (Continued)

Additional Time Commitments:
All staff members are specifically expected to be on campus and available for during any emergency and the following:
- Opening Fall Semester and Spring Semester (Up to two weeks prior to the first day of school)
- Halloween and the nearest weekend
- Closing at Intercession
- Special Program days (Preview Weekend, etc.)
- Special Community/National events that impact our students (such as Mardi Gras)
- May and December Closing
- Commencement (December and May)

Live-In: The Community Leader position is a live-in position, and CLs are expected to sleep in their own room each night. Generally this means from 11 pm through 7 am daily CLs will be on-campus and will be in their hall by 2 am unless approval is granted from Supervisors.

Academic Excellence: As a leader at Texas A&M University at Galveston, all Community Leaders are expected and required to maintain academic excellence. While this is defined differently for each individual leader, at minimum this means maintaining a 2.5 GPA. CLs are encouraged to have a student-first attitude and practice exemplary time-management in order to maintain their grades and positive study habits.

Respect and Acceptance of Others: Texas A&M University at Galveston is a diverse community and Community Leaders are expected to show respect and acceptance for each person regardless of culture, or identities. Additionally, CLs are expected to engage in learning opportunities that will lead to them and their residents gaining deeper understanding of culture and identity. Community Leaders will not tolerate disrespect in any form. We are all Aggies.

Community Leaders Substance Use Policy: As employees, Community Leaders are expected to obey all Texas State Laws and University Policies regarding alcohol and controlled substances. Any evidence of underage drinking or of illegal controlled substance use by a Community Leader will result in automatic dismissal from the position.

Personal Image: As the Community Leader job is a leadership position at Texas A&M University at Galveston, CLs are required to AT ALL TIMES conduct themselves in a responsible and professional manner. Any actions (on or off-campus) deemed unbecoming of an Aggie will be grounds for dismissal. The actions of a Community Leader reflect on the entire Aggie community, not just the individual CL.

Other Items worth noting . . .

Remuneration: Community Leaders are paid a guaranteed 20 hours per week at a minimum of $7.25/hour. CLs pay the same housing and meal plan fees as other residents, however they are assigned a single room so they may have access to a safe space for residents to confide in them in, and will not disturb a roommate with the, at times, awkward and demanding schedule.

Training: Community Leaders are required to participate in April, August and January training. April training will be an over-night retreat Saturday, April 14-Sunday, April 15. August and January trainings are held a week or two before the start of the semester; these dates are provided as early as possible to ensure CLs are able to attend.

Room Assignments: When you apply for the Community Leader position, you are not applying for any specific building or floor. Rather, your file will become active campus-wide and your skills and interests will be matched with available openings. If you are offered a position and choose not to accept it, your file will become inactive. You will need to complete a new application if you wish to be considered for a Community Leader position in the future.

Alternate Community Leader: Several students will be selected as an Alternate Community Leader. ACLs are important members of the Community Leader staff. While they do not have the same responsibilities of an entire floor/community as the Community Leader, they spend considerably more time working in the Residence Life Office and have many more day-hour responsibilities. ACLs may be called on at any point during a crisis or emergency and are trained to the same extent as CLs. ACLs also make the commitment to be ready to fill in and take over if at any point a CL is not longer able to perform their duties - this could include moving to a CL room and fully taking on the role of the Community Leader.
TAMUG Community Leader Application

Community Leader Application Cover Sheet
Turn this form in before Wednesday, February 1, 2012 at 5pm, along with the following items:
- [ ] Resume
- [ ] Essay Question Answers
- [ ] Contact information for 3 References

Contact and basic information:

Name: ____________________________________________

Student UIN: ___________________________ Gender: ___________________________

Major: ___________________________ Expected Graduation: (month/year) ____________

Email: ____________________________________________

Local Address: (Campus or Current)
____________________________________________________________________________
____________________________________________________________________________

Permanent Address:
____________________________________________________________________________
____________________________________________________________________________

Phone Numbers: Permanent: ___________________________ Cell: ___________________________

How did you find out about the position? ____________________________________________

If you were referred to apply by a current Community Leader, Who? ___________________________

Past residence history:

How many full semesters (by Fall 2011) would you have lived in a residence hall at TAMUG? ______________
Dates? ___________________________

How many full semesters (not including the current semester) have you lived in a residence hall at another institution?
_________ Where? ___________________________ Dates? ___________________________

Placement Preference:
When applying for the Community Leader position, you are not applying for a particular floor or Residence Hall. However, we do want to take your living preference into consideration. If you have a preference, please rank the areas below. (1-3, 1 being most wanted and 3 being less wanted).

[ ] No Preference
[ ] Hullabaloo Hall
[ ] Oceans Hall
[ ] New Residence Hall(s)
Required 2012-2013 Dates CLs Must Be on Campus:

CL Training: Friday, August 10, 2012 until start of school (Intensive 8am-9pm days, including weekends)
Halloween Weekend: October 26-28th
Halloween Howl: Wednesday, October 31st
Thanksgiving Break: Several CLs will be needed (on a volunteer basis) to be available each day of Thanksgiving break, including weekend days.
Winter Break: ALL CLs must remain on campus through the end of the semester, a full 24-hours after regular scheduled check-outs.
January Training: ALL CLs must return to campus the Wednesday BEFORE classes begin
Mardi Gras: ALL CLs must remain on-campus for both Mardi Gras weekends
Spring Break: ALL CLs should remain on-campus through the Friday before Spring Break; Additional CLs will volunteer to be available each day during Spring Break.
Summer Break: ALL CLs should remain on-campus through Saturday after closing

__________ Initial here indicating you understand the requirements above if you are selected

Alternate Commitment:

We offer several applicants a position as an Alternate Community Leader. This means you would receive a more limited amount of hours working during the day in the Office of Residence Life. Additionally, we may call on you to take-on the position of CL in the event we need to hire an additional CL or need to replace a former CL. As an Alternate CL, you would live with a roommate, but if asked to become a CL you would need to move to a new room, and take on the full responsibilities of a CL.

_________ Initial here indicating you understand the role of an Alternate CL and agree that if you accept the role of Alternate CL, you would also accept the CL position if offered later.

Summer Community Leader:

Residence Life hopes to hire several Community Leaders to work during the summer. These Summer Community Leaders serve in the same capacity as regular year Community Leaders, however there are extra day-time commitments and more intensive programming with a smaller community of residents. Summer Community Leaders are required to live on-campus and pay the same room and board rates as other residents, and must be enrolled in at least one course for each summer term they are employed as a Community Leader.

Are you interested in being a Summer Community Leader?  Yes  No  Maybe

Resume, References, and Essay Questions:

- Please submit a one-page, typed resume which includes your education, work experiences, extracurricular activities and/or related classes to the Community Leader position.
- List the names, titles, addresses, and phone numbers of the three people you have asked to be a reference for you. (Your current Community Leader is an appropriate reference if you chose to ask them.)
- Submit your typed responses to the short essay questions (on the next page).

Signature

By signing below, you indicate your intention to apply for the Community Leader position within the Office of Residence Life at Texas A&M University at Galveston. You also understand the Office of Residence Life will review your academic and judicial records. If hired, you will also be required to complete materials through TAMUG Human Resources, which include an official background check.

__________________________________________________________
Signature
Date
Essay Questions: (Answer each questions in short essay form, typed, on a separate page.)

1. Why do you want to be a Community Leader?
2. What do you feel is the purpose of having Community Leaders in the residence halls?
3. How has living in the residence halls enhanced your educational experience at Texas A&M University at Galveston?
4. What does it mean to be an Aggie?
5. What experiences have shaped your view of culture and diversity? What is something you have learned about difference and how has this surprised you, helped you, or impacted your daily life?
6. During the employment period do you plan to maintain any other part-time employment or student teaching? Please describe.

Application and Selection Timeline:

Feb. 1, 5pm – Applications Due
Feb. 6-10 – Application Reviews
Feb. 13 – 24 – Interviews
March 7 – Position Offers Made
March 14-18 – Spring Break
March 23 – Position Acceptance Due
April 14-15 – Mandatory April Community Leader Retreat