



University Housing

Student Affairs

UNIVERSITY OF GEORGIA

POSITION DESCRIPTION 2023-2024

WORKING TITLE: C.L.A.S.S. Advocate

CLASSIFICATION: Student Employee

POSITION SUMMARY:

C.L.A.S.S. is the acronym for Continuing the Legacy of African American Student Success. As live-in staff members, C.L.A.S.S. Advocates (CA) have the unique opportunity to enrich the experience of Black students by assisting them in achieving a sense of belonging and inclusion. This position mentors and supports the learning environment of Black students in their residential community with an emphasis on community building, interpersonal skills, social awareness and responsibility, and well-being.

SUPERVISOR: Residence Hall Director

REQUIRED QUALIFICATIONS:

1. Be enrolled as a full-time student at the University of Georgia.
2. Completed two post-high school semesters.
3. Be able to commit to a full academic year in the position.
4. Be in good standing with the Office of Student Conduct.
5. Have at the time of application and start date a cumulative GPA of 2.75.

CONDITIONS OF EMPLOYMENT:

1. This position is classified as a 20-hour per week position. Students in this position may not hold any additional assistantship, paid campus leadership positions, fellowship, or other employment, including work-study either within or outside of the University of Georgia.
2. Be enrolled as a full-time student and carry an academic load of no more than 18 hours per semester during employment.
3. Maintain both a minimum semester and/or cumulative University of Georgia grade point average of 2.75 during the period of employment.
4. Return to campus prior to halls opening for training.
5. Consistently support, communicate, enforce, and abide by all University of Georgia and University Housing policies, procedures, and regulations.
6. Continued employment is based on job performance, evaluation, and enrollment in the University of Georgia.
7. Student employees are considered temporary employees. A temporary employee may be separated at any time for any reason without notice and either the employer or the employee can end the employment relationship. Such separation is not grievable or subject to appeal.

POSITION RESPONSIBILITIES:

The responsibilities listed below do not comprise an exhaustive list but indicate a range of duties typical for the CA position. Other duties may be assigned to CAs by their supervisor as necessary on a temporary and infrequent basis.

1. Leadership Skills

- a. Support students in their transition to the University of Georgia and through situations challenging their identity.
- b. Identify and respond to the needs of residents within their community
- c. Develop strong relationships with their residents as a peer leader in the residential community.
- d. Serve as a role model by exhibiting ethical behavior and acting with integrity.

2. Community Building

- a. Maintain weekly interactions with residents and be accessible to them throughout the week to achieve a sense of belonging and inclusion.
- b. Assist residents by identifying behaviors that affect academic success, well-being, and sense of belonging.
- c. Plan, implement, and evaluate community building activities monthly to support the development of a thriving community.
- d. Show an awareness of campus partners by connecting residents to appropriate resources.

3. Interpersonal Skills

- a. Interact with residents on a consistent basis to demonstrate genuine concern and care for them.
- b. Demonstrate active listening skills when interacting with residents and team members.
- c. Employ a customer service demeanor when interacting with and assisting students.
- d. Model and promote an environment of respect and inclusion.
- e. Communicate in a courteous manner with staff, residents, and campus partners.
- f. Support residents as they manage conflict with each other.

4. Social Awareness and Responsibility

- a. Understand differing perspectives and identities in order to communicate with students across differences (i.e., backgrounds and experiences).
- b. Develop and utilize skills to work with diverse student populations.
- c. Seek opportunities to engage residents in dialogue around social justice concepts.
- d. Plan and implement events designed to support the success of diverse student populations.
- e. Report and address bias-related incidents and comments within the community.

5. Administrative Skills

- a. Complete administrative tasks in a thorough and timely manner.
- b. Report incidents, policy violations, and facility concerns as encountered through the appropriate system.
- c. Meet deadlines set by supervisor and/or department.
- d. Attend and be punctual to scheduled meetings, trainings, and events.
- e. Effectively navigate computer systems to meet administrative expectations.
- f. Communicate with supervisor when in need of assistance.
- g. Respond to all work-related communications within 24 hours.
- h. Understand how to purchase items for programs.
- i. Support the daily operations of the community as needed.