



University Housing

Student Affairs

UNIVERSITY OF GEORGIA

POSITION DESCRIPTION 2022-2023

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 wellness.

SUPERVISOR: Residence Hall Director

REQUIRED QUALIFICATIONS:

1. Be enrolled as a fulltime student at UGA.
2. Have 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 2.50.

CONDITIONS OF EMPLOYMENT:

1. This position is classified as a 20 hour per week position, and 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 UGA grade point average of 2.50 during the period of employment.
4. Return to campus prior to halls opening for training and stay after halls close until the team completes all closing tasks and their supervisor releases staff.
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.
7. Student employees are considered temporary employees. A temporary employee may be separated at any time for any reasons 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:

1. Leadership Skills

- a. Support Black students in their transition to UGA and through situations challenging their identity.

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- b. Identify and respond to the needs of residents within their community
- c. Advocate for Black students.
- d. Develop strong relationships with their residents as a peer and leader in the residential community.

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. Plan, implement, and facilitate community building activities and educational experiences that support resident success.
- c. Show an awareness of campus partners by connecting residents to appropriate resources.
- d. Maintain an awareness of your residents in support of their academic and personal success.
- e. Assist residents by identifying behaviors that affect academic success, well-being, and sense of belonging.

3. Interpersonal Skills

- a. Interact with residents on a consistent basis to demonstrate genuine concern and care for residents.
- b. Demonstrate active listening skills when interacting with residents and team members.
- c. Employ a “student first” customer service demeanor when completing tasks.
- d. Model and promote an environment of respect and inclusion.
- e. Communicate in a professional manner with residents, staff and campus partners.
- f. Mediate mild-moderate conflicts among residents.

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 programs 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 manner.
- b. Report facility concerns as encountered through the work requests system.
- c. Meet deadlines set by supervisor and/or department.
- d. Attend and is punctual to scheduled meetings, trainings and events.
- e. Understand how to navigate StarRez.
- f. Communicate with supervisor when in need of assistance.
- g. Respond to all work-related emails within 24 hours.
- h. Understand how to purchase items for programs.
- i. Submit necessary paperwork for programs in the time required.