POSITION DESCRIPTION 2020-2021

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 a live-in member of the residence hall student staff, the C.L.A.S.S. Advocate (CA) occupies a crucial role in enriching the experience of residents in the community through assistance to African-American students, communication with all staff and students and participation in continuing efforts to educate and address the needs of all students in the residence hall communities. The primary purpose of the position is to aid in the retention and academic success of African-American students who are residents in University Housing. A secondary goal of the program is to work toward better multicultural understanding among all students on campus.

SUPERVISOR: Residence hall director

REQUIRED QUALIFICATIONS:
1. Must have completed two post-high school full time semesters (a full time semester is 12 or more completed credits in a single fall or spring semester).
2. Must be able to commit to a full academic year in the position.
3. Must be in good standing with the Office of Student Conduct.
4. Must have and maintain a cumulative GPA of 2.50.
5. Any offer of employment with the University of Georgia is contingent upon a successful completion of a background investigation.

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, campus leadership positions, fellowship or other employment including work-student either within or outside of the University of Georgia.
2. Must be enrolled as a full-time student and carry an academic load of no more than 18 hours per semester during employment.
3. Must maintain both a minimum cumulative and/or semester UGA grade point average of 2.50 during the period of employment.
4. Must return to campus prior to halls opening for training and stay after halls have closed and their supervisor has released the team.
5. Continued employment is based on job performance, evaluation and enrollment in the University.
6. 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 subject to appeal. http://www.usg.edu/hr/manual/employee_categories

**POSITION RESPONSIBILITIES:**

1. **Community Development**
   a. Provide support for African-American students and promote an understanding between students by facilitating programs and through encouraging participation in various strategies, available in the halls, on campus and within the community, that focus on education and learning.
   b. Develop and maintain relationships with residents through community presence and by utilizing strategies such as scheduled weekly on-call nights, intentional conversations, meals in on-campus dining facilities and additional facilitated programs.
   c. Support and encourage resident engagement with community councils and campus wide residential leadership programs. Promote and attend meetings, activities and events.
   d. Promote and encourage student engagement in residential and campus wide activities.

2. **Resident Concerns**
   a. Consistently support, communicate, enforce and abide by all University of Georgia and University Housing policies, procedures, and regulations. Assist in the education of residents on their responsibilities as members of the residential community.
   b. Encourage the principles of individual responsibility and respect for others’ development through mediation, role modeling and facilitated discussions.
   c. Assist university housing staff, as needed, during a crisis or emergency, maintaining appropriate confidentiality.

3. **Administrative**
   a. Participate in all meetings including weekly staff meetings, community staff meetings and one-on-one meetings with the RA supervisor.
   b. Regard any personal information about residents as confidential to protect the rights of the residents and increase trust and credibility as a peer helper. However, the RA will “consult up” as appropriate with their supervisor.
   c. Work with student, graduate and professional staff through assessment of the programming and developmental needs of residents by means of questionnaires or personal contacts.
   d. Complete various reports including, but not limited to: weekly reports, incident documentation, work requests, duty logs, room/apartment inventory cards and program report forms.
   e. Discuss potential referrals and/or concerns with the graduate resident, residence hall director and/or area/senior coordinator.
   f. Participate in and support University Housing staff recruitment, selection and evaluation processes.
   g. Perform other duties consistent with the purpose of the position as assigned.