POSITION DESCRIPTION 2021-2022

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 a more inclusive community among all students on campus.

SUPERVISOR: Graduate Resident for Academic Initiatives

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. 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.
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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 subject to appeal. http://www.usg.edu/hr/manual/employee_categories

POSITION RESPONSIBILITIES:

1. Resident Engagement
   a. Maintain weekly interactions with residents and be accessible to residents throughout the week
   b. Apply basic community development theory to create a sense of inclusiveness and connectedness.
   c. Plan, implement and evaluate community building activities and programs each month in support of residents.
   d. Implement strategies increasing engagement and collaboration with Living Learning Partnerships, faculty and other academic services on campus.
   e. Maintain awareness and refer residents to appropriate residential and other campus resources, including academic and social resources.
   f. Create an environment in the community where residents’ academic and personal success is valued and supported.
   g. Assist residents by identifying behaviors which impact academic success

2. Interpersonal Skills
   a. Mediate mild-moderate conflict among residents
   b. Demonstrate active listening skills when interacting with team members and residents.
   c. Demonstrate a “student first” customer service demeanor when completing job tasks.
   d. Model and promote an environment of respect and inclusion.
   e. Communicate in a professional manner with staff, residents and campus partners.

3. Intercultural Proficiency and Support
   a. Promote sensitivity for and appreciation of differing perspectives and identities
   b. Plan and implement programs inclusive of diverse populations
   c. Develop and utilize skills to work with diverse student populations
   d. Seek opportunities to engage residents in dialogue around social justice concepts
   e. Confront and address bias-related incidents and comments in the community
   f. Use programming opportunities such as bulletin boards and resident interactions to educate and promote an understanding of inclusion on campus

4. Leadership Development
   a. Contribute to an atmosphere of teamwork among fellow team members through delegation and mentorship
   b. Balance the C.L.A.S.S. advocate role with personal and academic commitments
   c. Participate in department and hall team development activities
   d. Utilize StrengthsQuest to explore ways to maximize top themes to grow professionally