



## **POSITION DESCRIPTION**

**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. *This current position summary may be adapted in the future.*

**SUPERVISOR:** Residence Hall Director

### **POSITION RESPONSIBILITIES:**

1. Support, communicate, enforce and abide by all University of Georgia and University Housing policies, procedures, and regulations.
2. Provide support for African-American students and promote an understanding between students by encouraging and facilitating programs within the residence hall community.
3. Participate in all meetings including, but not limited to weekly staff meetings, community staff meetings and one-on-one meetings with his/her supervisor.
4. Be scheduled to remain in his/her residence hall or community two nights per week.
5. As a part of your duty responsibility, be available and accessible to students within the community in addition to regular duty nights.
6. Assist community office staff during a crisis or emergency, maintaining appropriate confidentiality.
7. 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 CA will "consult up" as appropriate with their supervisor.
8. Encourage the principles of individual responsibility and respect for others' development through role modeling, challenging and education.
9. Be consistent in behavior toward all students.
10. Develop and maintain relationships with all residents in the building.
11. Work with student, graduate and professional staff through assessment of the programming and developmental needs of residents by means of questionnaires or personal contacts.
12. Encourage student involvement in residence hall and campus activities.
13. Support hall/community councils by attending meetings (preferably weekly) and programs. The CA will also support community organizations and the Residence Hall Association by encouraging students to be involved and by attending sponsored programs.

14. Complete various reports including, but not limited to: weekly reports, incident documentation, work order logs and program report forms.
15. Discuss potential referrals and/or problems with the residence hall director and/or area coordinator.
16. Participate in and support University Housing staff recruitment, selection and evaluation processes.
17. Perform other duties consistent with the purpose of the position as assigned.