

# 2020-2021 Commuter Assistant Job Description

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## **ROLES OF A COMMUTER ASSISTANT:**

- Commuter Assistants work to create a comfortable and safe environment in which commuter students can individually and collectively “find their fit” within the HBU Community.
- Throughout the semester, Commuter Assistants will have 10-15 weekly office hours in the Collegium where they will be responsible for day-to-day operations including, but not limited to: maintaining the Collegium community spaces, running commuter-focused programs, managing locker/equipment rentals and handling petty cash, etc.
- Commuter Assistants also are a part of Kaleo Discipleship where they will be discipled as a group by the First Year and Commuter Engagement Coordinator as well as the opportunity to share their faith and lead bible studies with the commuter student population.

## **RESPONSIBILITIES OF A COMMUTER ASSISTANT:**

- Attend a mandatory *Student Leadership Training* on Thursday, April 28<sup>th</sup> from 4PM-6PM.
- Attend a mandatory *Student Leadership Retreat* to be held off campus for 3 days between August 8-10<sup>th</sup>, 2022.
- Be available via email and GroupMe over the summer as needed to plan for the Fall Semester.
- Collaborate with other Commuter Assistants, the First Year and Commuter Engagement Coordinator, and Faculty/Staff to enhance the commuter student experience.
- Serve as a role model exhibiting enthusiasm, motivation, and involvement.
- Exercise good judgment in representing the university and uphold institutional standards.
- Attend one-on-one bi-weekly meetings with the First Year and Commuter Engagement Coordinator.
- Attend bi-weekly meetings with the Commuter Assistants and First Year and Commuter Engagement Coordinator.

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## **PROFESSIONAL DEVELOPMENT OPPORTUNITIES:**

- Many of the skills learned are transferrable to careers after HBU. Commuter Assistants will increase their self-awareness of their leadership styles and strategies, develop a deeper understanding of group work, learn how to effectively facilitate discussions and/or meetings, and improve their ability to think reflectively and critically.

## **QUALIFICATIONS:**

- 2.5+ GPA. Must be in good academic and disciplinary standing with the University.
- Sophomore, Junior, or Senior (not graduating before May 2022) standing by Fall 2022.
- Strong interpersonal skills and the ability to connect with a diverse group of students.
- Previous leadership experience at or outside of HBU (orientation, ambassador, local church intern, etc.).
- Commitment to the purpose and mission of Houston Baptist University.
- *Demonstrated ACTIVE Christian faith.*
- The ability to commit 10-15 hours per week to the roles and responsibilities expected of the position.

## **COMPENSATION:**

- Develop valuable leadership skills, working with small and large groups, and a variety of individuals.
- Develop a professional relationship with your team and campus partners.
- Students may be eligible to receive a grant (amount TBD) for the year.

## **HIRING MANAGER:**

Contact Erin Dallenbach, Student Success Specialist for First Year and Commuter Engagement, at [edallenbach@hbu.edu](mailto:edallenbach@hbu.edu) for more information on this position.