University Apartments Community Advisor (CA) Job Description

The Community Advisor (CA) position is a 12 month, part-time student staff, live-in position, working an average of 15 hours per week. Compensation includes paid rent and utilities for a unit in the University Apartments and a $315 monthly stipend. CAs report to a Community Coordinator. CAs serve as representatives of the university and are available to answer questions, assist residents as needed, serve in an afterhours on-call duty rotation, manage crises, check in new residents, conduct fire/life safety inspections, and enforce University and Apartments policies. CAs are responsible for building community within a diverse resident population through educational programming and planned social interactions. CAs educate residents about community rules, provide excellent customer service, assist with administrative duties in the office, and work with the Apartment Life team to streamline processes. CAs work on a team with other CAs, professional staff members, and the Tenant Advisory Board (TAB) and support the mission, vision, and goals of the team, department, and university. CAs are required to drive University vehicles on occasion. CAs must be willing to relocate to a different unit/complex as needs arise. CAs will have collateral assignments and other duties as assigned.

Required Qualifications:

- Reliable, dependable, and ability to pay attention to detail.
- Excellent communication, problem solving, customer service and organizational skills.
- Available to work during holiday breaks, nights and weekends, and provide on-call assistance after hours, weekends, and holidays on a rotating basis with other CAs.
- Current possession of a Texas Driver’s license, or ability to obtain one within 30 days of entering Texas as a new resident. An acceptable three (3) year driving record and maintain an acceptable driving record and driving status throughout employment.
- Enrolled full time as a UT Austin student at time of application and duration of employment.
- Eligible to live at University Apartments (minimum of 30 completed undergraduate credit hours, etc.). Upon hire, CAs must live in an assigned staff apartment at University Apartments and/or be willing to relocate to a different apartment/complex.
- Cumulative GPA of 3.0 or above.

Preferred Qualifications:

- Residential leadership experience
- College campus event/program planning experience
- Minor maintenance repair experience
- Emergency crisis response experience
- Commitment to working 2 or more years in CA position
- Completion of 60+ undergraduate credit hours or enrollment in graduate or professional program