Community Manager Application

North Carolina Central University 1801 Fayetteville St., Box 19382, Durham, NC 27707

The Department of Residential Life is excited about your interest in becoming a part of the Community Manager (CM) Team! Before you proceed with completing this application, please thoroughly read this information packet. Failure to submit completed application materials via email at reslife.selection@nccu.edu will result in your ineligibility to gain a Community Manager position. In addition, please review the eligibility requirements before continuing. Failure to meet one or more of the eligibility requirements will render you unable to obtain a CM position. Lastly, review the position description and ensure that this position is for you! Please note that incomplete applications and paper-copy applications will not be reviewed by the Residential Life Student Staff Selection Committee.

Eligibility Requirements

All applicants must:

- * Be enrolled at NCCU as a full-time student with at least 12 credit hours.
- * Have at least a 3.00 cumulative AND semester GPA at the time of application.
- * At least (1) academic year experience working as a Resident Assistant (RA) and/or a Community Assistant (CA) is required.
- * Have no record of University disciplinary action at the time of application or appointment.
- * Be in good academic standing with NCCU.
- * Will have no outside employment for the 2014-2015 academic year (this includes student teaching).
- * Available for Fall Training beginning on August 1, 2014 and through the opening of the halls.
- *The CM understands that the position is classified as "live-in."
- *The CM understands that at times of occupancy (normal academic calendar) he/she must be available and live on-site.
- *The CM position is an academic year position working approximately 20hrs per week with 16 set office hours.
- *These hours are to be negotiated in conjunction with the CD.
- * Submit completed application materials via email to reslife.selection@nccu.edu

Initial here that you understand the previous	
	Position Description

Message from the Department of Residential Life

The Department of Residential Life at North Carolina Central University is committed to providing its residents with safe, secure, and welcoming residence halls that will help foster independence, respect for the community, and academic success. The Community Manager is an active member of the Residential Life staff and must possess the skills and knowledge to assist in carrying out the mission of the Department of Residential Life. As a staff member, the CM will respond to a variety of situations within the residence halls and must be able to do so with courtesy and professionalism. The CM must also be capable of exhibiting excellent customer service through dealings with the residents and guests of the halls.

Supervision

The CM's are directly supervised by the Community Director (CD) regarding the development of an inclusive community that fosters the academic and personal success of their residents. In addition, CM serves on the community leadership team and is responsible for helping with new staff transition issues and serving as a mentor for RAs and student supervisor for CAs.

Duties and Responsibilities

The CM works to provide programmatic direction for student learning and academic success in traditional residence halls, suite style complexes, or apartment buildings by serving as a mentor the the community Resident Assistant Staff. As well the CM provides student supervision of the Community Desks supervising the desk staff, including Community Assistants (CAs).

Appointment Dates

Community Manager (CM) appointments are made for the entire academic year. Appointments for the 2014-2015 Academic Year are as follows:

Fall Semester

Friday, August 1st, 2014 after 2:00PM (Contract/Agreement Begins) Sunday, December 14, 2014 at 10:00AM (Winter Break Departure)

Spring Semester

Saturday, January 3rd, 2015 at 5:00PM (Return to Campus from Winter Break) Sunday, May 10th, 2015 at 10:00AM (Contract/Agreement Ends)

Training and Professional Development Sessions:

CMs MUST attend all staff training sessions. All trainings are a requisite of job employment. These dates include, but are not limited to:

- *Fall Training: Friday. Aug. 1st Sat. Aug. 9th, 2014
- *Spring Training: Sat. Jan. 3rd Mon. Jan. 5th, 2014
- *Weekly Staff Meetings (TBD by your CD)
- * In-Services: (TBD by Residential Life)
- *Bi-weekly Professional Development meetings
- * The CM job is a priority; ALL trainings/professional developments sessions are MANDATORY.

Compensation

It is understood that a staff position in the Residence Halls cannot easily be translated into hours worked per day or week because of the unique nature of the responsibilities and circumstances. The position requires a genuine personal commitment, flexibility, and good understanding of the unpredictable nature of the actual time involved. To compensate the Community Manager for this time and dedication, the Department of Residential Life provides Residential Assistants with the following compensation:

- *Stipend payment of \$300 paid out monthly on the last business day of the month. This totals \$3,000.00 dollars for an entire academic year.
- *Rate is prorated if hired other than traditional start date.
- *Compensated Meal Plan/200 Flex Dollars
- *A single, furnished room, unless housing shortages require the assignment of a roommate.

Additional Questions?

If you have specific questions about the CM position, please e-mail reslife.selction@nccu.edu and visit the NCCU Residential Life website for more information http://www.nccu.edu/students/housingdining/employmentopps.cfm

Position Information and Preference Form

Identifying Community and/or LLC preferences does not guarantee placement if selected to serve as a Community Manager.

I am seeking to be a Community Manager for the following term (s):

2014 Summer Sessions

2014 – 2015 Academic School Year

Building Preference: Please circle & label your top three.

Eagle Landing*

Ruffin*

McLean

Baynes

Eagleson

Annie Day

Rush

Chidley North

New Res 2

Richmond

Ruffin and Eagle Landing are open all academic long and students will have to work over the Winter and Spring Break.

Living Learning Community Preference: Please circle & label your top three.

University Honors

S.T.E.M.

Centennial Scholars Program

Annie Day Scholars

Spirit of Hospitality

Aspiring Eagles

Please provide a reason as to why you are interested in working with the Communities you selected:

Applicant Information

Last Name First Name Middle Initial

Banner ID E-Mail Address

Local Address

What hall do you live in?

Permanent Address

Street Address

City State Zip Code Phone Number

Birthdate Male Female Race/Ethnicity

Major/Concentration Minor GPA Credits at NCCU

Current Student Classification Anticipated Graduation Date

Anticipated Credit hours Fall 2014 Anticipated Credit hours Spring 2015

Provided below are three boxes for reference information. All three boxes must be filled out completely. <u>Please ensure that all of your references are professional references</u>. Consider asking professors, advisors, mentors, supervisors, or other similar individuals who are familiar with you on a personal and professional level.

Name			Relationship
Address			Title
City	State	Zip Code	Phone Number
E-mail			
Name			Relationship
Address			Title
City	State	Zip Code	Phone Number
E-mail			
Name			Relationship
Address			Title
City	State	Zip Code	Phone Number
E-mail			

Application Attachments

- I. Resume: Submit a current professional resume that includes your education, past work experience, current work experience, and campus/community/professional organization affiliations.
- II. Personal Statement: Please type a two page personal statement using these questions below. Please include any additional experiences and leadership qualities that will help you to succeed in this position.
 - · What do you feel are the advantages and benefits of being a Community Manager?
 - · What are the disadvantages of being a Community Manager?
 - What adjustments do you foresee having to make if you are selected as a CM?
 - Explain how the CM job fits in with your personal goals and career goals.
 - · What contributions have you made to the residence hall community this year?
 - · What is the role of the Department of Residential Life at NCCU?
 - · Why do you believe you are qualified to be a CM?

To be scheduled to present to the committee at a future date.

Create a 20 minutes (MAX) creative presentation on the following:

- · Programs you have done and/or will facilitate in your community.
- · Methods you have used and will use to connect with students and staff.
- · Areas of strength and areas that you need to work on.
- · Explanation as to why you want to work in your preferred hall.
- · How the CM role will aid you in your career path?
- · Examples of how you will organize the schedule fairly.
- · Methods of keeping your staff motivated, and doing their job.
- How will you utilize your supervisor as a resource?

To Submit

I certify that I wish to apply for the position of Community Manager at North Carolina Central University. By printing my name and Banner ID below I indicate that all of my application statements are true to the best of my knowledge. I also authorize the Department of Residential Life to review my current GPA and Student Conduct files as part of this application review process. Finally, I authorize the Department of Residential Life to contact my listed references in order to collect any necessary information.

	Residential Life	e to contact my	listed refe	rences in	ı order to	collect a	any necessary	[,] informati
Printed I	Name							

Banner ID Date

Please save this completed application in the following format: "Doe, John CM Application." Once you have saved it, please email it, your resume, and personal statement to reslife.selection@nccu.edu.