

University of St. Thomas

Commuter Advisor Job Description

Job Responsibilities

At the University of St. Thomas, we define commuter students as those who do not live in university-owned housing. Generally speaking, we find that about 7-12% of entering first-year students commute (from a few blocks to several miles). We also find that some students who begin their academic career living in university housing later choose to live off-campus. These two groups – commuter and neighborhood students – have distinct needs that we aim to serve through the Commuter Center & Off-Campus Services.

Although our primary emphasis is on serving students, especially those who are underrepresented (commuter, neighborhood, transfer, adult, students of color, international students, students with children, etc.), we also hope to provide commuter advisors with an educational and developmental learning experience. We hope that advisors will learn more about building community, developing relationships, and finding out what commuter and neighborhood students might need in order to feel like they belong and matter on our campus.

Advisors are responsible for answering the phone and greeting people who visit the center. In addition to basic reception duties, each advisor is responsible for planning programs that would benefit transfer, commuter and/or adult students. Advisors share responsibility for the maintenance of our off-campus housing listings web site. And, some advisors are assigned a small group of first year commuter students for whom they serve as an advisor and mentor. Each advisor also takes on one of the following roles:

- a) Off-campus Housing Liaison: works with neighborhood liaison, neighborhood senators and residence life to create additional renter education opportunities and develop neighborhood relations
- b) Office Manager: assigns basic housekeeping duties, organizes the magazine ordering and donations, monitors supplies and inventory, etc.
- c) Undergraduate Student Government (USG) Representative: attends USG meetings on behalf of the commuter center, works with the Commuter Senator to increase commuter student participation on campus
- d) Program Coordinator: assists all commuter advisors in the development of programs, and shares responsibility for maintaining existing programs – free legal advice, Multicultural Mondays, Fruity Tuesdays, Bagel Wednesdays, Midterm & Finals Meltdowns, etc.
- e) Public Relations/Marketing Specialist: works to promote the Commuter Center and its services and events - using Web, email, existing news sources such as the *Aquin* and *Bulletin*, etc.

Training and Development

We are expecting to hire students who can begin in the summer and continue through the academic year, or who can begin in the next academic year. We are looking for students who can commit to working with us for at least 2 semesters. Training will be scheduled at a time that is convenient to new hires and existing staff. In addition to working 5-12 hours per week, the Advisor will be expected to attend bi-weekly staff meetings.

Eligibility

Applicants are minimally required to:

- ◆ Be a currently enrolled University of St. Thomas student returning in the fall,
- ◆ Be in good standing, both academically and disciplinary, with the University, and
- ◆ Have a minimum 2.50 grade point average.

Preference may be given to commuter students. Additional knowledge, skills and experiences that will be helpful in this position include:

- ◆ Experience working in customer-service or related area, especially working with diverse populations
- ◆ Attention to detail is required for maintaining the off-campus housing listings, as is a willingness to learn housing listings on-line systems and off-campus housing related codes and laws
- ◆ Diplomacy, tact and grace under pressure
- ◆ Experience planning programs, developing marketing/publicity
- ◆ Demonstrated organizational and time management skills
- ◆ Ability to be a team member but also work independently
- ◆ Strong communication skills

Compensation/Benefits

Through your experience as a Commuter Advisor, you can expect to gain:

- ◆ Exceptional experience in mentorship, program planning, marketing and teamwork
- ◆ \$7.50 hourly salary (\$8.00 in the summer)

If you have any additional questions about the position, please contact Tori Svoboda, at (651) 962-6052 or vasvoboda@stthomas.edu.