

2021-2022 Commuter Assistant Job Description

What is a Commuter Assistant?

- Commuter Assistants work to help engage commuter students within the HBU Community
- Throughout the semester, Commuter Assistants will have weekly office hours in the Collegium where they will be responsible for day-to-day operations including, but not limited to: running commuter-focused programs, handling petty cash, cleaning the collegium space, etc.
- Commuter Assistants also are a part of Kaleo Discipleship where they will be disciplined 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

How will Peer Mentors benefit?

- 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

Responsibilities of a Commuter Assistant

- Attend a mandatory *Student Leadership Retreat* to be held off campus for 3 days August 9-11, 2021.
- Be available via email and groupme over the summer as needed to plan for the Fall Semester
- Collaborate with other Commuter Assistants 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 meetings with the First Year and Commuter Engagement Coordinator and/or throughout the fall and spring semesters
- Attend bi-monthly meetings with the Commuter Assistants

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 2021
- Strong interpersonal skills and the ability to connect with a diverse group of students
- Previous experiences leading groups (orientation, ambassador, etc.)
- Commitment to the purpose and mission of Houston Baptist University
- *Demonstrated ACTIVE Christian faith*

Compensation

- Develop valuable leadership skills, working with small and large groups, and a variety of individuals
- Develop a professional relationship with faculty and staff
- Students may be eligible to receive a grant up to \$2100 for the year