Towson University (TU) is known for our high academic standards, dynamic learning environments, strong campus communities and for the people behind them. Being a Community Center Assistant means you strive to provide community engagement to each and every student in the residence hall community. You are a motivated, determined, and reliable individual with an emphasis on fostering interpersonal connections with students. You are committed to providing safety for the residence hall community. You are also committed to maintaining a professional attitude while serving as a representative of the Department of Housing & Residence Life and are able to serve as a role model for students.

Safety & Security

• Maintain the security of the residence halls by verifying resident identification cards
• Respond appropriately to incidents of crisis and provide emergency assistance as directed by professional staff
• Maintain working relationship with Abacus Security Guard to ensure proper transfer of responsibility during opening and closing shifts.
• Check-in and process residents and their guest(s) to accurately reflect who is present within the residence hall

Community Development & Engagement

• Foster and develop a community in respective residence hall through being a welcoming presence, engaging residents, and ensuring safety.
• Acknowledge each resident and guest by welcoming them to the building.
• Build meaningful relationships with all members of the Towson University community.
• Maintain a positive and engaging feel of the residence hall lobby and common spaces, through community center staff engagement.

Administration

• Provide quality customer service to residents, guests, and university staff by functioning as a knowledge base for questions and concerns.
• Complete administrative tasks integral to maintaining housing operations.
• Assist in facilitating building openings and closings, building access, and managing key inventory.
• Aid in the processing and notification of mail and package distribution in the hall (hall specific)
• Attend community center training sessions in August.
• Attend monthly community center staff meeting.
• Help with projects and other duties as assigned.

Minimum Qualifications

• Remain in good standing with the University by maintaining 2.0 grade point average and upholding University and housing policies. Students on university or academic probation will not be able to be employed.
• Be a resident student living in University Housing, Paca House, Tubman House or Millennium Hall.
• May not be a RA for the 2017 – 2018 academic year.
• This position is not eligible for work study.