Commuter Assistant Job Description

Role of the Commuter Assistant
Commuter Assistants (CAs) serve as student leaders within the Dean of Students Office, assisting first-year commuter students with their transition to the University of Houston. CAs provide a network of support for incoming students by serving as a mentor, connecting them to campus resources, planning programs that will aid in their transition to college, and working with Commuter Student Services to plan, promote, and implement initiatives specifically focused on first-year commuter students.

Commuter Assistants Responsibilities
- Serve as a role model and mentor for group of approximately 40 first-year commuter students.
- Serve as an advocate for the interests, needs, and rights of first-year commuter students.
- Help first-year commuter students make connections to campus resources, academic resources, and student organizations on campus.
- Create programs for your assigned group of students to help them transition to the university and integrate them into campus life.
- Maintain weekly contact with your assigned group of students (via face-to-face, email, phone, etc.).
- Work with Commuter Student Services to plan, promote, and implement initiatives specifically focused on first-year commuter students.
- Actively participate in Weeks of Welcome programming including the Commuter Student Welcome Event and of the annual Commuter Awareness Kick-off.
- Be available to attend bi-weekly staff meetings, maintain weekly office hours, coordinate afternoon and/or evening programming, and devote approximately 5 hours per week to the Commuter Assistant Program.
- Complete other duties as assigned.

Eligibility Requirements:
- Maintain good academic standing and be a full-time registered commuter sophomore, junior or senior student at the start of the Fall 2014 semester.
- Cumulative GPA of 2.5 or higher at time of application. You must maintain a 2.5 cumulative GPA to continue your appointment in the position.
- Student involvement and leadership experience.
- Willingness and ability to model appropriate behavior, goal-setting and mentoring for first-year commuter students.
**Time Commitment**

- CA positions are for one academic semester beginning in August 2015 through December 2015 (approximately 16 weeks).
- Approximately 5 hours per week; additional hours may be needed for special events
- Mandatory training sessions will be Friday April 17, 2015 and Friday August 14, 2015.

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<th>Selection Timeline</th>
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<tr>
<td>Monday, December 15</td>
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<td>Friday, January 30</td>
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<td>February- 9-27</td>
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<td>Friday, March 6</td>
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<td>Friday, April 17</td>
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<td>Friday, August 14</td>
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Commuter Assistant Application

Name: _____________________________________________ Peoplesoft #:________________
E-mail: ____________________________________________ Phone: ____________________
College: _________________________________ Major: _________________________________
Current Classification:  Freshman  Sophomore  Junior  Senior
Cumulative UH GPA: ___________
Have you ever lived on campus? If so, where? _______________________________________

Please attach the following to your application:
□ One recommendation (to be completed by UH faculty or staff member)
□ Current resume
□ Typed response to the following questions:

1. Why are you interested in the Commuter Assistant position and what experiences will you bring that could positively impact new commuter students?

2. Identify 2-3 challenges that commuter students face at UH. Please include some of your own programming ideas that could address these challenges.

I certify that the above information is accurate and to the best of my knowledge. You have my permission to verify my grade point average and disciplinary standing.

Signature of Applicant: ________________________________ Date: ______________

All applications are due Friday January 30, 2015 at the Dean of Students Office (Student Center-South, room 256). At the time of submission you will be asked to sign up for an interview.
Applicant’s Name: _________________________________________________________

The student identified above is applying to be a Commuter Assistant as part of the newly established Commuter Peer Mentor Program. In this capacity, the student will be expected to facilitate small group discussions, serve as a role model, and provide assistance, support, and encouragement to first-year commuter students. This recommendation is considered confidential.

Your Name: _________________________  Title: ______________________________  
Phone:  ____________________________   E-mail:_________________ _____________  

How long have you known the candidate?  _____________________________________

Please rate the applicant on the following:

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<th>Outstanding</th>
<th>Strong</th>
<th>Average</th>
<th>Below Average</th>
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Please provide any additional information that you feel would be helpful in evaluating the applicant.

______________________________________________________________________________
______________________________________________________________________________
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Please indicate your overall endorsement of the applicant:

_____ Highly Recommend  _____ Recommend  _____ Recommend with Reservations

Thank you for your assistance in the selection process for the 2014 Commuter Assistants.
Please return this recommendation form to the Dean of Students Office, Mail Code 3035 or email to commuter@uh.edu by January 30, 2015