



Houston Christian UNIVERSITY

COMMUTER LIFE

ROLES OF A COMMUTER ASSISTANT:

- Commuter Assistants work to create a comfortable and safe environment in which commuter students can individually and collectively “find their fit” within the HCU Community.
- Throughout the semester, Commuter Assistants will have 10-15 weekly office hours in the Collegium where they will be responsible for day-to-day operations including, but not limited to: maintaining the Collegium community spaces, running commuter-focused programs, managing locker/equipment rentals and handling petty cash, etc.
- Commuter Assistants also are a part of Kaleo Discipleship where they will be discipled as a group by the Senior Student Success Specialist as well as the opportunity to share their faith and lead bible studies with the commuter student population.

RESPONSIBILITIES OF A COMMUTER ASSISTANT:

- Attend a mandatory *Student Leadership/Discipleship Celebration* taking place in the **spring 2025 semester – date and time TBD.**
- Attend a mandatory *Student Leadership Retreat* to be held off campus for 3 days taking place in **August 2025 – date and time TBD.**
- Be available via email and GroupMe over the summer as needed to plan for the fall semester.
- Work one GO session during the summer.
- Collaborate with other Commuter Assistants, Student Success Specialist, and McNair Fellows 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 bi-weekly meetings with the Senior Success Specialist.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES:

- Many of the skills learned are transferable to careers after HCU. 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.

QUALIFICATIONS:

- 3.0+ GPA. Must be in good academic and disciplinary standing with the University.
- Sophomore, Junior, or Senior (not graduating before May 2026) standing by Fall 2025.
- Strong interpersonal skills and the ability to connect with a diverse group of students.
- Previous leadership experience at or outside of HCU (orientation, ambassador, local church intern, etc.).
- Commitment to the purpose and mission of Houston Christian University.
- *Demonstrated ACTIVE Christian faith.*
- The ability to commit 10-15 hours per week to the roles and responsibilities expected of the position.

COMPENSATION:

- Develop valuable leadership skills, working with small and large groups, and a variety of individuals.
- Develop a professional relationship with your team and campus partners.
- Students may be eligible to receive a grant (amount TBD) for the year.

HIRING MANAGER:

Contact Mai Borges Senior Student Success Specialist, at mborges@hc.edu for more information on this position.