Apply to Become a Community Advisor!

University Apartments is now accepting applications for the position of Community Advisor (CA). The CA position is a part-time student live-in position, working an average of 15 hours per week year round, with compensation including paid rent and utilities for a two bedroom apartment and a monthly stipend. CAs serve as representatives of the University and are available to answer questions, assist residents, aid in developing a community atmosphere and assist in enforcing University and Apartment policies. CAs must be enrolled as full time students (at least six hours for dissertation/PhD level) and report to the Associate Director.

If selected for the CA position, you must have a Texas Driver’s license, or be able to obtain one with-in 6 weeks of hire and may be required to drive University vehicles on occasion. Applicants must be willing to relocate to another complex or apartment; be available during holiday breaks; serve on an on-call basis after hours, weekends, and holidays on a rotating basis with other CAs; and be able to commit to a minimum of two years length of service.

If you have any community experience or good people skills and would like to apply for the CA position, please send a letter of interest and one-page resume to: 
sasmith@austin.utexas.edu

Interviews will be scheduled in February or March and work will begin between March and May 2014.

**Deadline to apply: Friday, February 14 by 4:00 p.m.**
# CA Socials and Other Events at University Apartments

## February 2014

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**BRK**—Brackenridge Community Room  
**COL**—Colorado Community Room  
**GAT**—Gateway Community Room

If you require special assistance or disability accommodations, please email sasmith@austin.utexas.edu. Requests must be submitted at least five (5) business days prior to the event.
The University Apartments Tenant Advisory Board (TAB) invites all residents to attend their regular meetings to give suggestions on ways to improve student life at University Apartments. The Tenant Advisory Board (TAB) will soon begin the application process to recruit new members. If you would like to serve as a representative of your apartment complex, make sure to pay attention to emails, Housing Post notices, and fliers that will be disseminated in the near future. TAB will need two representatives from Gateway, one from Colorado, and one from Brackenridge. New members will begin their terms in Fall 2014, but will be contacted and interviewed in the late spring semester. If you have any questions about the responsibilities associated with being a member of TAB, please feel free to contact Elizabeth Glowacki, at: glowacki@utexas.edu. Additional information about these positions as well as when and how to apply will be announced before spring break so stay tuned!

**TAB web page:**

http://www.utexas.edu/student/housing/index.php?site=0&scode=2&id=777

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**Calendar of Events Details**

**Women’s Conversation Group (WCG)** - Thursdays @ 10:00 a.m. at Brackenridge Community Room beginning Feb. 13.

**ESL Classes**—Beginning the week of Feb. 3
- COL—Tuesdays, 10 a.m.—12:00 noon
- BRK—Wednesdays, 10 a.m.—12:00 noon
- GAT—Thursdays, 9 a.m.—11:00 a.m.

**CA Socials**
- Feb. 2—BRK Community Room—Kody—Superbowl Party from 5:00—8:30 p.m.
- Feb. 2—GAT Community Room—Robert—Superbowl Party from 5:00—when game ends
- Feb. 7—COL Community Room—Emre—Dessert Party from 7:00—9:00 p.m.
- Feb. 14—COL Community Room—Jeff—Valentine’s Day Chocolate Fest—7:00—9:00 p.m.
- Feb. 14—Urban Adventure Walking Tour—Meghan, Advance RSVP required
- Feb. 19—Blanton Museum Guided Tour—Ben, Advance RSVP required
- Feb. 22—Brockett Theatre Lobby—Daniel, Advance RSVP required
Moving Out?
Vacating students must notify the UT Apartments office 60 days before they plan to move out. Graduating residents have until the end of the month they graduate to vacate. If you are graduating and have not submitted a vacancy notice, please contact the office immediately to avoid penalties.

To send comments directly to your TAB representatives via the on-line comment form or to download the minutes from the most-recent TAB meeting, please visit www.utexas.edu/student/housing/index.php?site=0&scode=2&id=777

Rent
♦ All maintenance issues in your apartment and around the complex must be reported via an online maintenance request. A paper version of the request may also be submitted to the main office.
♦ Rent is always due on the 1st of every month and late after the 5th of every month regardless of whether you receive a courtesy bill reminder email or not
♦ Bookmark https://utdirect.utexas.edu/apps/dhfs/aptsapp/ for reference if you do not receive the courtesy bill reminder email

Grande Service Request
♦ All service requests for your cable or internet service must go through the office via a maintenance request.
♦ Please DO NOT contact Grande for service directly. Grande will be turned away if we do not have a maintenance request on file for you
♦ You may contact Grande directly if you want expanded services
♦ Grande will not be given keys to your apartment if you did not submit a maintenance request for the work

Vacancy Notices
♦ A 60 day written notice is required for all vacancies
♦ If you give 30 to 59 days written advance notice you will pay a 50% penalty
♦ If you give 1 to 29 days written advance notice you will pay an 85% penalty
♦ To view the terms & conditions of your contract in its entirety go to: www.utexas.edu/student/housing/index.php?site=0&scode=2&id=518

Maintenance Requests

Grande Service Request

Pest Control Requests
♦ All routine pest control requests must be submitted via maintenance request no later than 8 am Thursday morning
♦ All routine pest control requests will be scheduled each Thursday between 9 am and 12 noon
♦ If you request pest control, please remember that you are required to leave your apartment when pest control staff arrive and remain gone for 5 to 10 minutes
♦ Due to a heavy workload, the tech cannot return that day
♦ Emergency pest control situations should be reported to the office

Keep up with the University Apartments on Facebook! Search for “UT Apartments” and like us. Make sure to check the page daily to for important information and a chance to win prizes!

TAB
University Apartments

3501 Lake Austin Blvd.
Austin, Texas 78703
Office Hours: 8:00-4:00

Phone: (512) 232-5299
Fax: (512) 232-5353
After Hours Phone:
(512) 496-2803

Hook ‘Em Home
Guided by our values and
commitment to support the
University mission, our vision is
to provide first-class housing
and food service while
embracing an inclusive,
nurturing, community where
students and staff realize
dreams while achieving goals.

Maintenance Requests: https://utdirect.utexas.edu/apps/dhfs/aptsapp/
Log in and click on maintenance. Request form in the left hand column.

University Apartments Staff

**Associate Director**
Sheril Smith
sasmith@austin.utexas.edu

**Facilities Maintenance Manager**
Richard Hestand
R.hestand@austin.utexas.edu

**Technical Trades Supervisor**
Gilbert Acosta
gila@austin.utexas.edu

**Administrative Associate**
Paul Previte
pprevite@austin.utexas.edu

**Administrative Associate**
Denise Zuniga
dzuniga@austin.utexas.edu

**Brackenridge CAs:**
Ben Crestel, 3457E
ben.crestel@utexas.edu
Meghan Richards, 3551E
meghan.richards@utexas.edu
Kody Cooper, 3374E
ekodycooper@utexas.edu

**Colorado CAs:**
Jeff Graham, K105
jagraham03@utexas.edu
Emre Yavuz, G103
emreyavuz@utexas.edu

**Gateway CAs:**
Robert Lopez, 1624F
robotoe@utexas.edu
Daniel Mauro, 1642B
dmauro@austin.utexas.edu

TAB Members

**Brackenridge Representatives:**
Jair Aguilair, Chair
jair.aguilair@utexas.edu
Xiaosa (Jack) Xu
jackxu@utexas.edu

**Colorado Representatives:**
Elizabeth Glowacki
glowacki@utexas.edu
Kijung Yoon
Kijung.yoon@utexas.edu

**Gateway Representatives:**
Shubhankar Nath
snath.vet2000@gmail.com
Sudip Chakraborty
sudipm@utexas.edu