



Job Title:	Community Director (Head Resident I)	Job Code: (For HR use Only)	
Reports To:	Residence Director	Date:	
Department:	Apartment & Residence Life	FLSA: (For HR use Only)	
Incumbent Name:			
Job Summary:	Live-in position; Responsible for the administration and operation of residential communities through staff and student development, resident outreach and education, community building, attention to facilities, and administrative organization.		

Job Description

<u>ESSENTIAL DUTIES AND RESPONSIBILITIES:</u>	<u>PERCENT OF TIME:</u>
1. Provides direct supervision to student staff members, and (contingent on assigned community). Recruit, select, train, and evaluate student staff members.	40%
2. Completes administrative paperwork and reports for their residential communities that includes facility management, community office operations, spending processes and purchases, occupancy paperwork, and check-in and check-out process.	20%
3. Regularly collaborate with areas within the Division of Student Affairs and volunteers to help with campus traditions and initiatives. Serve on departmental committees such as Training, Recruitment, and Community Development and Learning. Participate in university-wide events such as Homecoming Week, Friends and Family Weekend, and Preview Day.	10%
4. Advises, mediates, and counsels students and staff in various situations and works with different populations including graduate, undergraduate, families, and international students and staff. Refers students of concern to the Behavioral Intervention Team.	10%
5. Oversees the cultivation of a positive learning environment and an engaging community. Supervise student staff and advise community council to develop the community that supports the mission and values of the department, division, and institution.	10%
6. Serves as student conduct officer for violations within the residential communities. Assist the Residence Director in processing cases, editing incident reports, and sending outcome letters.	5%
7. Performs other duties and special projects as assigned.	5%
	<hr/> 100%



MINIMUM QUALIFICATIONS:

Bachelor's degree and experience working in higher education. Applicants must include in their online resume the following information: 1)Employment history: name of company, period employed (from month/year to month/year), job title, summary of job duties and 2) Education: school name, degree type, and major.

PREFERRED QUALIFICATIONS:

Supervisory experience. Two (2) years of experience in a student resident environment or the equivalent. Excellent communication skills (written and verbal).

Knowledge, skills, and abilities:

Ability to work independently or part of a team. Ability to work with interruptions and meet multiple task deadlines. Ability to make sound decisions and delegate tasks; Ability to respond in a crisis or emergency situation; ability to recognize, analyze, and solve a variety of problems; ability to effectively communicate with students, staff, faculty, and parents.

WORKING CONDITIONS:

Required to live-in an assigned residence hall or apartment community. Required to participate in a university provided meal plan. Some nights, weekends, and holidays may be required.

- Exposure to standard office conditions.
- Use of cleaning chemicals.
- Repetitive use of a keyboard at a workstation.
- Use of manual dexterity.
- Climbing of stairs (some halls and apartments do not have elevators)
- Lifting and moving objects (boxes, mail, etc. up to 30 lbs.)

OTHER REQUIREMENTS:

Criminal Background Check

Employee Signature:		Date:	
Supervisor Signature:		Date:	