POSITION DESCRIPTION

The Department of Housing and Residence Life at the University of North Texas is a growing organization that serves nearly 6,300 students in 15 residence halls. UNT Housing and Residence Life contributes to the mission of the University by promoting safe living environments, fostering student connections and campus engagement, and providing learning opportunities.

The Department of Housing and Residence Life at the University of North Texas is seeking to hire a Community Director to join our team.  This person is responsible for all administrative functions of the residential community, serving as the live-in leader of approximately 300-600 residents. Responsibilities include: supervision of full time and student staff; managing implementation of the residential curriculum; facility and occupancy management; and responding to crisis and concerns, including after normal business hours. Reporting to an Assistant Director for Residence Life, this person communicates about incidents occurring in the community, adjudicates conduct and community standard cases, and establishes an environment that promotes collaboration, learning, and a sense of belonging through individual and group interactions.

Position Overview

Supervision of staff. Serves as the primary leader/manager of a residential community. Provides supervision to full, part time and student staff. Conducts regular individual and group meetings, assigns, delegates and manages tasks. Works with other departmental staff member(s) on selection, training, and evaluation of appropriate staff. Administers regular feedback to supervisees, appropriately confronts and documents personnel problems.. Manages front desk operations to provide consistent service standards. Develops a culturally competent staff that supports the demographics of the student population across the breadth of differences.

Engages with students successfully. Implements the residential curriculum. Interacts with residents individually and in groups in ways that promote belonging, collaboration, and learning. Actively interacts with student organizations (CCE, Hall Council, and NRHH) through 1-on-1 interactions and attendance at programs. Serves as resource/referral agent for campus and community resources such as Counseling and Testing Services, the Dean of Students, the Victim’s Advocate, the Career Center, Student Learning Center, Student Activities, Student Money Management, and University Police. Makes fiscal decisions that follow budgetary guidelines and engages students through programming and events.

Responds to student behavior, such as conduct and crisis. Serves as an administrator of the conduct process as directed. Follows emergency procedures of the halls and responds appropriately based on protocol. Completes on-call shifts as scheduled and addresses situations and incidents.

Occupancy and Facility Management. Manages assigned residential facilities including completion of work orders and reports. Oversees occupancy and room assignments in designated facilities. Reports and follows up with facilities and occupancy matters regularly.

Works with teams and committees to create a welcoming environment. Actively participates in departmental and university committees and assignments as assigned. Assists in reviewing practices, policies, programs and services to meet different student needs. Understands, affirms, supports, and celebrates individual identities across the campus community.

JOB REQUIREMENTS

Minimum

* Bachelor’s Degree
* two years of residence life, student services, counseling, or related experience; or any equivalent combination of education, training and experience.
* Residence Hall experience required.
* Must be able to respond to and resolve after hour incidents within the residential communities.
* 12 month appointment

Preferred:

* Master's degree in Higher Education, Counseling, Student Personnel or related field
* Supervision experience
* Advising experience
* Experience at large, public institutions

Knowledge, Skills and Abilities

 • Considerable knowledge of and ability to apply advising techniques to support student needs.
 • Ability to communicate effectively with diverse populations verbally and in writing.
 • Physical and emotional ability to work long and irregular hours, occasionally involving emotional stress and interrupted sleep.
 • Knowledge of safety and security precautions appropriate to work performed.