



University Housing

Community Director Position Description

revised 1/27/2015

Position Summary

The Community Director is the primary live-in administrator of a residence hall and responsible for all management functions necessary to provide a diverse group of students with a community in which they can live and learn comfortably and develop to their highest potential. The Community Director creates a diverse community environment conducive to academic and personal growth and reflecting the mission and philosophy of University Housing and Georgia College.

Knowledge, Skills and Abilities

Skills include the ability to effectively organize an office; supervise and mentor student employees; provide initial counseling for at-risk individuals on a one-on-one basis and makes referrals as appropriate regarding a variety of issues; establish positive working relationships with individuals of varying backgrounds, and organize activities and information to meet specific established goals; demonstrated ability to perform in a problem-solving capacity including the evaluation of crisis and emergency situations; ability to design and implement educational and social programs for residence life audience; and the ability to monitor the daily and long-range physical condition and needs of the housing facility.

- 1) Leadership skills and an ability to work effectively with university students.
- 2) Knowledge of student learning and development theories and ability to integrate into daily responsibilities.
- 3) Excellent written and verbal communication skills.
- 4) Ability to work autonomously in a team environment.
- 5) Demonstrated commitment to diversity related issues.
- 6) The ability to multi-task.
- 7) Familiar with residence hall living and the challenges of a live-in position.
- 8) Demonstrated ability to work collaboratively with colleagues and other departments.
- 9) Ability to bend, stoop, climb stairs and lift a minimum of 25 lbs.
- 10) Ability to hear, read, understand and follow written instructions.

Duties and Responsibilities

- 1) Responsible for facilitating a safe, comfortable, and positive environment in which students can achieve their academic and personal goals; promoting student and community development, while creating a physical and psychological environment conducive to academic success; and overseeing administrative functions.
- 2) Promote student learning and the creation of a civil and respectful community.
- 3) Assists staff with settling conflicts, problem solving, mediation and crisis management.
- 4) Advise community councils; responsible for creating positive community in the residence halls.
- 5) Oversee residence hall and community development budgets.
- 6) Conducts tours of all assigned facilities each week and communicates regularly with maintenance staff and residents on repair and up-keep issues. Reviews work order logs for assigned buildings and conducts follow-up on maintenance requests to ensure completion. Addresses facilities issues that compromise the health and/or safety of the residents immediately and thoroughly.
- 7) Provides professional supervision and duty coverage for the residence program during and

after normal university business hours and on weekends. On-call evening and weekend duty will be shared with other staff members.

- 8) Completes various reports, forms, and other documents as needed; manages housing assignments.
- 9) Participates in special projects and committees as assigned; encouraged to actively participate in University Committees. Attends professional staff meetings and training sessions.
- 10) Assists in the recruitment, selection and evaluation of Community Advisors.
- 11) Assists in the development and implementation of the student staff training program.
- 12) Interprets and enforces all administrative policies and procedures.
- 13) Acts as an administrative hearing officer for cases involving alleged student misconduct.
- 14) Responds to emergency situations in a manner consistent with established procedures. Conducts follow-up on emergency situations as necessary and utilizes campus and community resources appropriately to address crisis situations.
- 15) Assists with the coordination of several major programmatic aspects of residential life including but not exclusive to: Resident Student Association, CA Recruitment and Selection, CA Training, Staff Recognition, and Summer Conferences.

This is a 12-month live-in position. Furnished campus apartment, cable, Internet, and meal plan when dining services are in operation are included. GC offers a competitive benefits package including tuition benefits, professional development opportunities and a great working environment.

Minimum Qualifications

Bachelor's degree required. Two or more years experience as an Resident/Community Assistant, Assistant Residence Hall Director, Residence Hall Director, or Graduate Assistant in Residence Life including programming, student conduct, and the supervision of student workers; or equivalent relevant leadership experience.

Preferred Qualifications

Master's degree is preferred in College Student Personnel, Educational Administration, Counseling, or related field is preferred. Two or more years experience as an Assistant Residence Hall Director, Residence Hall Director, or Graduate Assistant in Residence Life including programming, student conduct, and the supervision of student workers is required. Service in a student leadership capacity with experience in hall government and/or peer judicial system is preferred.