



University Housing

Community Director (Graduate Assistant) Position Description

Minimum Qualifications

1. Must enroll at GC in a graduate program for a minimum of nine and not exceed fifteen credit hours of graduate study each semester
2. Must maintain a minimum GC cumulative grade point average of 3.0.
3. May not hold any other assistantship, fellowship, or other employment—including work-study either within or outside the University without approval of the department.
4. Positions appointments are typically made for an academic year, though staff responsibilities begin in July prior to the fall semester opening of the residence halls and terminate after the spring semester closing of the residence halls in May. Summer employment may be available (contingent upon staffing needs).
5. Community Directors may be required to remain on campus during usual academic break periods (i.e. Labor Day, Fall Break, Thanksgiving Break, Winter Break, MLK Day, Spring Break, etc.) depending on assignment.
6. Reappointment is based upon job performance, evaluation, and continued enrollment in the University.

Benefits

This is a 10-month live-in position. Furnished campus apartment, cable, Internet, and meal plan when dining services are in operation are included. GC offers a competitive compensation package including tuition benefits and a great working environment.

Supervisor

Area Coordinator

Position Summary

The Graduate Assistant 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 Graduate Assistant 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.

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.



University Housing

- 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) 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.
- 14) 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.