Position Title: Community Director
Location: Housing & Residential Life, El Portal, Room 301
Position Type: Appointed

GENERAL PURPOSE:

The University of Arizona Housing & Residential Life is looking for caring and enthusiastic student affairs professionals to be part of the Residential Education Team.

This is a 12-month, live-in staff position reporting to an Assistant Director for Residential Districts. The Community Director is a member of the Residential Education Team that provides residents and student-staff with support and leadership, promotes an inclusive community, educates about residential community standards, and provides crisis response and management. This position administers the major operations of the residential facility, and may require driving University vehicles and/or golf carts.

Community Directors play a key role in ensuring Housing & Residential Life’s continued ability to fulfill its mission of helping students build a foundation for success. To contribute to this mission, the successful candidate will direct staff and resources to foster strong, relationship-centered communities where the staff plays an integral role in student growth and academic success.

UA is looking to hire staff members who reflect our increasingly diverse student body.

At the University of Arizona, we value our inclusive climate because we know that diversity in experiences and perspectives is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive academic community. We translate these values into action by seeking individuals who have experience and expertise working with diverse students, colleagues and constituencies. Because we seek a workforce with a wide range of perspectives and experiences, we encourage diverse candidates to apply, including people of color, women, veterans, and individuals with disabilities. As an Employer of National Service, we also welcome alumni of AmeriCorps, Peace Corps, and other national service programs and others who will help us advance our Inclusive Excellence initiative aimed at creating a university that values student, staff, and faculty engagement in addressing issues of diversity and inclusiveness.

Outstanding UA benefits include health, dental, vision and life insurance; paid vacation, sick leave, and holidays; UA/ASU/NAU tuition reduction for eligible employees and their spouses and dependents; access to campus and recreational activities; state retirement; and more!

About the University of Arizona
Located in the heart of Tucson, the University of Arizona is one of the top-ranked research universities in the nation. Surrounded by mountains and the high Sonoran Desert, the campus boasts a distinctive southwestern look and enjoys more than 300 days of sunshine each year. Approximately 40,000 students are enrolled at the University of Arizona, coming from all 50 states and more than 100 countries. The UA offers more than 100 academic and professional degree tracks, taught by some of the nation’s preeminent scholars, and a vibrant campus atmosphere at a cost well below most other colleges and universities in the United States.

About the Department of Housing & Residential Life
Nearly 7,000 students live in 23 residence halls and one graduate apartment complex. More than 80% of on-campus residents are first-year students. Our residence halls range in style from historic to modern and range in size from 60 to 800 residents. Buildings are run in complex models that sometimes include a full-time staff member supervising a Graduate Community Director, Lead RA, and Office Assistant. While the University does not require students to live on campus, more than 70% of all incoming first-year students choose to live in UA housing to help their transition to university life.

The University of Arizona is an EEO/AA - M/W/D/V Employer
The Department of Housing & Residential Life plays a critical role in achieving institutional and divisional goals. We are proud of the supportive environment we provide our students, our vibrant academic partnerships, our high-quality facilities, and our ability to attract top tier professional staff. UA students who live on-campus for at least one year enjoy a higher average GPA, a higher retention rate, and higher four- and six-year graduation rates than their peers that reside off-campus.

COMMUNITY DIRECTOR RESPONSIBILITIES:

Supervision
- Manage building communities ranging from 60-800 residents, 8-24 Resident Assistants, and possibly a Graduate Community Director, LEAD RA, and/or Office Assistant.
- Facilitate individual one-on-one meetings to engage in ongoing mentorship and supervisee development, review student and facilities concerns, and evaluate staff.
- Oversee weekly staff meetings to review departmental notices, student and facilities updates, and ongoing training.
- Administer staff selection and evaluation processes, including student and professional staff recruitment.
- Aid in the development and execution of departmental trainings around interpersonal communication, relationship building, conflict mediation, crisis management, and cultural competency skills.

Community Development
- Develop positive and inclusive working and living environment for residential staff and students.
- Implement and evaluate the department’s residential programming model, emphasizing values of social justice, sustainability, wellness, leadership, and academic success.
- Form connections with and offer support to residential students and staff.
- Collaboratively work with maintenance and custodial staff to attend to student work requests, damage, and facilities emergencies.
- Facilitate student connection and referrals to residential Faculty Fellow and University Police liaison for personal and academic support.
- Meet regularly with and provide feedback to the residence hall front desk manager.

Advising
- Advise Hall Council student leaders and oversee the development of their leadership and advocacy skills.
- Attend Hall Council meetings and support student social events and initiatives.
- Support the student voice through supporting the Residence Hall Association and the National Residence Hall Honorary.

Behavioral Education Management
- Provide crisis intervention and resource/referral agent to residents and staff in need.
- Educate residents about Housing & Residential Life Policies and Procedures, University Code of Conduct, regulations, rights and responsibilities.
- Serve as conduct hearing officer and facilitate meetings to promote opportunities for student accountability and reflection.
- Participate in a campus-wide on-call duty rotation.

Administration and General Expectations
- Perform a variety of administrative duties including, but not limited to assessments, reports, occupancy and budgetary management, purchasing and processing receipts, and payroll, health and safety checks, facilitating residence hall opening and closing.
Attend weekly Residential Education or district team meetings and participate in ongoing departmental trainings and workshops.
Serve on department committees and represent Housing & Residential Life to university committees as assigned.
Perform related duties as assigned or required to meet Housing & Residential Life and University goals and objectives.

MINIMUM QUALIFICATIONS:
- Master’s degree in Higher Education Administration, Student Personnel Administration, Counseling, or a related field upon employment
- Experience working in residence life or related area.
- Demonstrated on-going commitment and ability to create inclusive communities that are socially just.
- Experience working with culturally diverse populations.
- Ability to participate as a positive team player.
- Skills necessary to respond to internal and external constituent needs in a timely, accurate and professional manner.

PREFERRED KNOWLEDGE, SKILL & ABILITIES:
- Experience in all of the following areas: supervision, advising student groups, conduct adjudication, crisis management/duty, and administrative skills.
- Knowledge and understanding of diversity and an ability to work with a wide variety of people while recognizing the needs of underrepresented groups.
- Interpersonal relationship and communication skills.
- Strong ability to effectively lead teams of students
- Proficiency with Microsoft Excel, Outlook, Power Point, and Word.

SUPPLEMENTAL REQUIREMENTS:
- Housing & Residential Life is a security sensitive department and this position requires a fingerprint criminal background check.
- Motor Vehicle Division check.