FOR RECRUITMENT USE

Housing & Residential Life (Housing), a self-funded auxiliary housed in the Student Affairs division of the University of Arizona, operates 24 student residence halls (also known as “dorms”) that house 7,000 students annually on the University of Arizona Main Campus.

Our Mission: Helping Students Build a Foundation for Success

Our Core Values:
- **Excellence** - Excellence is performing at an extraordinary level and exceeding expectations
- **Respect** - Respect is treating others courteously and professionally in all situations; valuing and honoring diversity in others; being honest, direct, and courteous in all communications and loyal to all, including those not present
- **Integrity** - Integrity is doing the right thing, being honest with oneself and others, being authentic, and being transparent in intent
- **Caring** - Caring is being welcoming, kind, compassionate, and willing to help others; showing concern for a person’s needs; listening more and talking less

POSITION SUMMARY:
This is a live-in graduate assistantship reporting to a full-time Community Director or District Assistant Director. The Graduate Community Director is a member of the Residential Education team providing leadership and guidance in creating a caring and inclusive learning community, enforcing residential policies and procedures, and providing crisis response and management. Position may require driving University vehicles and/or golf carts.

Graduate Community Directors receive a salary for the duration of the contract period. In addition to salary, the position provides student health insurance, out of state tuition waiver and tuition remission, furnished apartment, meal plan, University Bookstore discount and professional development allowance.

DUTIES AND RESPONSIBILITIES:

Supervisory Responsibilities:
- Supervision of Resident Assistants
- Supervision of student Office Assistant

General Responsibilities:
- Select, train, supervise, and evaluate Resident Assistant Staff
- Depending on assigned community, manage/oversee the daily functions of a co-educational hall or same-sex hall of 107-238 residents, or co-administer the daily functions with a Community Director of a co-educational hall of 450-719 residents
- Create an environment where all students, regardless of their social group membership, can learn and be engaged in the life of the institution
• Demonstrate a commitment to growing and challenging one’s self in all areas of diversity and social justice
• Implement and evaluate the department’s Caring & Inclusive Learning Community programming model
• Perform a variety of administrative duties including, but not limited to, reports, room assignments, check-in/out procedures, hall transfers, occupancy management, assessing hall damage charges, facilitating weekly RA staff meetings and individual one-on-one meetings, meeting with and keeping supervisor informed of hall conditions
• Educate residents about Housing and Residential Life Policies and Procedures, University Code of Conduct, regulations, rights and responsibilities, and promote student accountability
• Serve as a conduct hearing officer for Residential Policies and Procedures violations
• Provide crisis intervention and serve as a resource or referral agent for staff and residents
• Serve as the primary advisor to Hall Council, which includes attending meetings, supporting the on-going leadership development of the students and supporting program initiatives
• Monitor physical condition of residence hall, working collaboratively with maintenance and custodial staff, hall staff and residents to report and follow up on work requests, damages and facility emergencies
• Partner with designated Faculty Fellow and University Police liaison to enhance awareness about personal safety and academic resources
• Manage assigned Hall Account funds, which include Programming, Staff Development and Hall Council
• Attend weekly Residential Education team meetings
• Meet regularly with and provide feedback to the Front Desk Manager
• Participate in a campus-wide on-call duty rotation
• Perform related duties as assigned or required to meet Housing and Residential Life and University goals and objectives
• Assist with student move-in
• Assist the Assistant Director and Associate Director in completing assigned projects as necessary.

Training/Presentation Responsibilities:
• Provide training for residential education staff including but not limited to RAs, Graduate Community Directors and Community Directors
• Provide educational presentations to residents, RAs and residential education staff
• Participate in scheduled departmental trainings and professional development opportunities

MINIMUM QUALIFICATIONS:
• Bachelor’s Degree
• Acceptance to a University of Arizona graduate degree program; candidates accepted into the Higher Education master program given priority
• Experience working in residence life or related area
• Demonstrated on-going commitment and ability to create inclusive communities that are socially just and sensitive to diverse populations
• Experience working with culturally diverse populations
• Ability to participate as a positive team player
• Skills necessary to respond to internal and external constituents needs in a timely, accurate and professional manner
PREFERRED QUALIFICATIONS:

- Knowledge and understanding of diversity and an ability to work with a wide variety of people while recognizing the needs of underrepresented groups
- Communication skills, including interpersonal communication, writing, public speaking and presenting, teaching and instruction
- Basic knowledge of formulating and interpreting policy
- Ability to participate in long and short-range capital and strategic planning processes
- Ability to make effective decisions
- Ability to act as a liaison between campus administration and students
- Basic knowledge of advising and motivating student groups
- Knowledge of campus resources
- Ability to set goals and strive for continuous improvement
- Valid Driver’s License and ability to drive according to the University Fleet Safety Policy

Materials And Equipment Directly Used:

- Microsoft Word, Excel, and PowerPoint software
- Copy machine
- Fax machine
- Housing and student conduct database systems

Work Environment/Physical Activities:

- Movement among residence halls essential
- Carrying materials and supplies from one place to another (up to 30 pounds)
- Clerical maintenance, filling, typing, etc.
- Communication including: facilitating meetings (group and 1:1), presenting, writing and reading forms, books and internet based communication, and analyzing human behavior
- Mental functions, including interpreting and analyzing information, policy formulation and decision-making

SUPPLEMENTAL REQUIREMENTS:

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