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 or Program Manager. 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.

Fall 2019 marked the launch of Wildcat Living, our Department’s Residential Curriculum. As part of the University’s strategic plan, Wildcat Living enables staff to focus on student learning and engagement through a wide variety of strategies. Community Directors oversee implementation of Wildcat Living within their communities, facilitating learning within our four pillars—Personal Growth, Connection, Responsibility, and Cultural Understanding.

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 1000 residents. 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 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 60-1000 residents: 8-26 Resident Assistants, and possibly a Graduate Community Director, Lead RA, and/or Office Assistant.
- Facilitate individual one-on-one meetings with supervisees to engage in ongoing professional and community development, review student and facilities concerns, and evaluate staff.
- Oversee weekly staff meetings to review Wildcat Living Curriculum, departmental notices, student and facilities updates, and ongoing training.
- Administer staff selection and evaluation processes.
- 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 staff and students.
- Implement and evaluate Wildcat Living Curriculum, emphasizing Pillars of Personal Growth, Connection, Responsibility, and Cultural Understanding.
- Form connections with and offer support to staff and students.
- Work collaboratively 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 Desk Manager and Coordinator for Desk and Summer Operations.
- Coordinate with campus partners to support and further develop Theme Communities (as applicable)

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 resources 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.
- Experience working with culturally diverse populations.
- Experience supervising or advising students.
- Ability to participate as a positive team player.
- Strong written and oral communication skills.

PREFERRED KNOWLEDGE, SKILL & ABILITIES:

- Experience in all the following areas: supervision, advising student groups, conduct adjudication, crisis management/duty, and administrative responsibilities.
- Knowledge and understanding of diversity; direct experience supporting marginalized or underrepresented students
- 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 and Motor Vehicle Division check.
- This position administers the major operations of a residential facility and may require driving University vehicles and/or golf carts. Additional trainings are required.