

## **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.

### **About Housing & Residential Life**

Nearly 7,800 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.

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.

### **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.

Accepting a new position is a big life step. We want potential candidates and their families to be able to make informed decisions. Candidates who are considering relocation to the Tucson or Phoenix area, and have been offered an on-site interview, are encouraged to use the free services offered by Above & Beyond Relocation Services (ABRS). Ask your department contact to be introduced to ABRS prior to your visit.

**Note:** 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!

### **JOB SUMMARY:**

The Community Director, reporting to an Assistant Director for Residential Districts or Program Manager, is a member of the Residential Education Team. This individual 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 is a 12-month, live-in staff position.**

### **COMMUNITY DIRECTOR RESPONSIBILITIES:**

#### **Supervision**

- Manage building communities ranging from 60-1000 residents: 6-26 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 University departments 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
- Assist with August move-in activities
- Support of summer operations which could include summer conferences, special projects, orientation housing, summer dorm supervision, and general departmental support
- Perform related duties as assigned or required to meet Housing & Residential Life and University goals and objectives

### **MINIMUM DEPARTMENTAL REQUIREMENTS:**

- Master's degree in Higher Education Administration, Student Personnel Administration, Counseling, or a related field upon employment and 1 years of residential experience
- 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
- Cell phone and/or remote connectivity

### **UCAP REQUIREMENTS:**

- Bachelor's degree or equivalent advanced learning attained through professional level experience required
- Minimum of 3 years of related work experience, including 2 years of managerial experience, or equivalent combination of education and work experience

### **PREFERRED KNOWLEDGE, SKILL & ABILITIES:**

- 2 years of residential experience
- 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, Word, Teams and Zoom

**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 according to the [\\*University Fleet Safety Policy](#).

**\*UA Fleet Safety statement:**

*2.2 Minimum Age and Experience Requirements: The following minimum age and experience requirements apply to all individuals (employees, students, and volunteers) authorized to drive any vehicle on university business: a. Drivers of standard vehicles (sedans, pickups, golf carts, etc, that do not require special licensing) must be at least 18 years of age, and have been licensed for a minimum of two years prior to driving on university business. b. Drivers of high occupancy vehicles (HOVs as defined in Section 4.0) must be at least 19 years of age and have been licensed for a minimum of three years prior to driving HOVs on university business. 2.3 Driver Licensing Requirements: a. University employees (faculty, classified staff, appointed personnel) who drive on the job must have a valid Arizona Driver's License, of the classification appropriate to the type of vehicle being driven (typically Class D Operator). b. Students (including student employees) and volunteers who have Arizona residency and who drive on university business are required to have an Arizona Driver's License. c. Foreign Driver's Licenses and International Driver's Licenses are not acceptable for driving on university business. Individuals with non-U.S. driver's licenses must obtain an Arizona Driver's License prior to driving on university business.*

For the entire policy, go to: [University Fleet Safety Policy](#).