



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Community Director for First-Year Communities
Department:	Residence Life
Reports To:	Director of Residence Life and Student Development

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The Community Director for First-Year Communities will provide leadership, direction, and supervision to the First-Year Residential Community; creating a safe, team orientated, academically centered, socially just, and environmentally responsible environment for students to live and learn. The Community Director is responsible for the management of building facilities, in partnership with the University's Facilities Management Department.

The Community Director is also responsible for the comprehensive management, supervision, and training of assigned Resident Assistant. In consultation with the Director of Residence Life, the Community Director will work with appropriate campus units to develop and implement programs that align student life with academic life in the residence hall.

Examples of Duties and Responsibilities:

Residence Life Team Member

- Attend and actively participate in on-going Residence Life staff meetings and other campus meetings as needed
- Develop, present, and participate in professional development training opportunities as assigned
- Represent the department by serving on university wide committees
- Serve as a positive role model and mentor for new members of the team
- Participate and present housing information during orientation or other special events

Supervision and Training of Staff

- Hire and train Residents Assistants and Student Assistants
- Plan and organize on-going staff training and bi-monthly development sessions
- Monitor student job performance routinely; conduct student staff evaluations each semester
- Create and oversee duty schedule

Administration

- Manage occupancy within residence hall
- Report and track facility concerns on a regular basis
- Ensure important procedures and policies (i.e. room changes, damage billing, etc.) are accurately and effectively communicated to residents
- Provide administrative support (as needed) to the Residence Life Central Office

Programming, Leadership, and Education

- Develop and implement programs that enhance the place of residence halls as living and learning communities in support of student retention and graduation
- Oversee programming to meet the mission and goals of the Office of Residence Life (educational, social justice, and service learning focused)
- Lead efforts to coordinate large-scale events for residents
- Coordinate with campus-wide programs to ensure residential involvement
- Conduct and report assessment of student learning and development in the residence halls

- Collaborate with campus partners to provide educational and community development programming
- Conduct and evaluate program outcomes
- Work with RAs and other student leaders to develop living areas with special interests
- Advise council(s)

Emergency Response, Counseling, and Crisis Management

- Provide and participate in on-call rotation, including weekends and holidays to respond to emergencies and policy violations within residence halls
- Encourage the safety and security of residential students in residential facilities
- Provide referral counseling to students and consult with the Counseling and Disabilities
- Services liaisons as needed
- Act as a mediator in conflict situations when needed (i.e. roommate conflicts, staff conflicts etc.)

Physical Demands

- Frequent standing, walking, and sitting for extended periods of time is required

Knowledge, Skills and Abilities:

- Effective interpersonal and communication skills
- Ability to work effectively with people from a variety of culturally diverse backgrounds
- Administrative ability and supervisory skills
- Ability to work with, manage and train large groups
- Computer skills

Minimum Hiring Standards:

Education	Bachelor’s degree required; Master’s degree preferred
Years of Experience	2-3 years residence hall experience
Years of Management/Supervisor Experience	2-3 years of supervising student employees or residential assistants

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