



## CLARK ATLANTA UNIVERSITY

### Job Description

|                        |   |
|------------------------|---|
| <b>Position Title:</b> | <b>Summer Bridge Community Director</b> |
| <b>Department:</b>     | <b>Student Success Project</b>          |
| <b>Type:</b>           | <b>Part-Time Professional</b>           |
| <b>Reports To:</b>     | <b>Student Success Project Director</b> |

*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 Summer Bridge Community Director will provide leadership, direction, and supervision to the participants of the Summer Bridge Program in the assigned residential community; creating a safe, team orientated, academically centered, socially just, and environmentally responsible environment for students to live and learn. The Summer Bridge Community Director is responsible for the management of building facilities, in partnership with the University's Facilities Management Department. The Summer Bridge Community Director is also responsible for the comprehensive management, supervision, and training of assigned Program Assistants. In consultation with the Director of Residence Life, the Summer Bridge Community Director will work with appropriate campus units to develop and implement programs that align student life with academic life in the residence hall. This role requires evening and weekend availability.

#### ***Examples of Duties and Responsibilities:***

##### **Summer Bridge Team Member**

- Attend and actively participate in on-going Summer Bridge Program staff meetings and other campus meetings as needed
- 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**

- Plan and organize on-going staff training and bi-monthly development sessions
- Monitor student job performance routinely;

##### **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

##### **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 completion of the Summer Bridge Program
- Oversee programming to meet the mission and goals of the Summer Bridge Program (educational, social justice, and service learning focused)
- Lead efforts to coordinate large-scale events for residents

- 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

#### **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
- 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:***

|  |  |
|--|--|
| <b>Education</b>                                 | Bachelor's degree required; Master's degree preferred                |
| <b>Years of Experience</b>                       | 2-3 years working with students experience                           |
| <b>Years of Management/Supervisor Experience</b> | 2-3 years of supervising student employees or residential assistants |

*Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer*