



University Apartments Residence Life
COMMUNITY DIRECTOR – Focus: Programming
Job Description

I. BASIC FUNCTION:

The Community Director of University Apartments (Focus: Programming) is a member of the senior staff of University Apartments Residence Life (UARL). The Community Director shares overall leadership for the Residence Life program in University Apartments. The Community Director's primary focus is to plan, develop, implement and evaluate the social, recreational and learning programs and special events offered to all residents of University Apartments.

II. RESPONSIBILITIES:

The Community Director directs the overall programming operation; the Community Director recruits, hires and directly supervises student positions (Programming Assistants) with skills and competencies in the areas of: 1. Global competence, 2. Learning, 3. Recreation and leisure, 4. Family, child and life-stages services, and 5. Web-based learning environments. The Community Director directly supervises Programming Assistants, one (1) Marketing and Technology Assistant and functionally supervises Community Peers in on-going programs and special events. The Community Director plans and supervises all special events in University Apartments. The Community Director also directs the operation of the Give or Take Center and assumes overall responsibility, jointly with the other Community Director, for: 1. Managing the UARL budget, 2. Communicating with Housing, the Counseling Center, DPPS, ORESA, Student Life, Office for International Students and Scholars, Child and Family Resources and Internationalizing Student Life, among others (assignments to particular units are decided on a yearly basis), 3. Advising student groups in University Apartments (UA Council of Residents) and the University Apartments Black Caucus, among others, and 4. Providing administrative and logistical support to the UARL office in 1434 B Spartan Village and the Learning Centers.

III. CHARACTERISTIC DUTIES

A. PROGRAMMING

1. Oversee the staffing and services of the programming operation
2. Plan, develop and implement social, recreational and learning on-going programs; on-going programs should be geared to meet the needs of undergraduate/graduates students in University Apartments
3. Take overall responsibility for planning, implementing and evaluating all special events in University Apartments
4. Plan, develop and implement on-going programs and special events that meet the needs of targeted populations: a. Undergraduate students, b. Students of color, c. International students, and d. Spouses
5. Develop and implement web based learning activities and forums, pertaining to issues of interest to the wide array of populations residing in University Apartments
6. Identify global/multi-cultural competence and family related resources; mindfully utilize resources as teaching/learning tools that address community needs
7. Advise, support and/or actively participate in all on-going programs in University Apartments, in and outside of the Learning Centers
8. Generate programming outcomes at the beginning of the academic year; produce data that measures the achievement of outcomes on a regular basis; apply data results to decisions that impact extent and nature of programs
9. Enter/maintain information on Director's log as required, and write an annual report at the end of May

B. SUPERVISION/STAFF RESPONSIBILITIES

1. Recruit, hire, train and directly supervise Programming Assistants
2. Recruit, hire, train and directly supervise the Marketing and Technology Assistant
3. Recruit, hire, train and directly supervise Give or Take Center staff
4. Functionally supervise Community Peers in on-going programs and special events
5. Plan and develop training for Programming Assistants, Community Peers and the Marketing and Technology Assistant
6. Coordinate and schedule sub-staff meetings
7. Develop and oversee a payroll system/protocol for Programming Assistants, Give or Take Center Assistants and the Marketing and Technology Assistant; sign staff bi-weekly payroll sheets
8. Coordinate and facilitate, in conjunction with other Community Director, all-staff meetings every other week; plan and implement training sessions targeting all UARL staff members

C. INFORMATION RESOURCE AND REFERRAL

1. Provide students and staff with information regarding academic, campus, and University policies and procedures
2. Maintain regular office hours; be available to respond to requests for information and assistance.
3. Maintain a consistent interest in and concern for the welfare of residents
4. Provide overall leadership for the production and distribution of the Community Update (newsletter)

D. UARL PROGRAM ASSISTANCE

1. Assist in providing direction to UARL operation through active participation in the senior UARL staff; closely collaborate with the other Community Director to address UA problems, services, etc.
2. In conjunction with the other Community Director, provide overall leadership for the planning and management of the UARL supplies and services budget
3. Coordinate, develop and provide information related to on-going programs and special events for the central UARL office
4. Provide unit coverage, in conjunction with the other Community Director, and according to the UARL full time duty protocol; is assigned to an emergency calls rotation schedule along with the other Community Director through a cell phone, every other week
5. Represent UARL and serve as liaison to specific offices and agencies as assigned, including Housing, DPSS and the Counseling Center, among others
6. Provide overall direction to the Give or Take Center operation; recruit, hire, train and supervise Give or Take Center employees; sign and approve Give or Take Center staff's payroll sheets
7. Maintain records of all activities, documents events, incidents and actions, handle correspondence, filing of action and other administrative responsibilities

E. EMERGENCY RESPONSE

1. Provide back up coverage to the UARL Assistance Line
2. Provide emergency and immediate interventions when necessary

F. OTHER DUTIES

1. Carry out responsibilities and other duties as needed and assigned
2. Develop and present an interest session/program at ACUHO-I, NASPA or ACPA on a yearly basis; maintain a high degree of visibility among University Apartments colleagues across the nation through involvement in regional and national commissions and work groups in the associations aforementioned

IV. **SUPERVISION RECEIVED:**

The Community Director reports to and is supervised by the Area Coordinator for University Apartments. The Community Director is expected to keep his/her supervisor regularly informed of activities and issues. Regular frequent verbal contact is expected. Written reports may be expected concerning specific situations. Periodic evaluation is conducted throughout the year.

V. **CONDITIONS OF EMPLOYMENT**

REQUIRED: A Master's degree in Students Affairs or a related field of study; previous demonstrated experience working in University Apartments settings; previous demonstrated experience developing and implementing on-going programs and special events targeted to a wide variety of populations (undergraduate and graduate students,

domestic and international students, children and spouses of students)

STRONGLY PREFERRED: Extensive training as a cross-cultural trainer; demonstrated experiences working with international clubs and racial/ethnic organizations in a college campus setting; excellent interpersonal skills; ability to work within the context of a changing organization; previous demonstrated supervisory experiences

Successful Community Directors possess integrity, creativity, maturity, energy, sensitivity, sense of humor, and a commitment to helping individuals as well as building a better community. The UARL Community Director must live in a designated apartment and area of University Apartments while holding the position and vacate this staff apartment upon leaving the position.

VI. REMUNERATION

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