



University Apartments

Assistant Community Director

JOB DESCRIPTION

Basic Function

The Assistant Community Director position is a half-time graduate assistant position within the Division of Student Affairs and Services and the Department of Residence Life. This Assistant Community Director (ACD) serves in the Student Affairs and Services operation of the university apartments (Spartan Village and Cherry Lane).

Responsibilities

In general, the Assistant Community Director is responsible for supporting the Community Director in the planning and implementation and evaluation of a comprehensive community and student development program for an apartment setting with approximately 1,800 students and 4000 total residents.

Characteristic Duties

A. Individual Student Development and Student Contact

1. Be regularly visible in the apartment community
2. Maintain informal contact with students about academic progress, strategies, and resources.
3. Form connection with the spouses and family members of the students in the apartments.
4. Assist students and family members with personal concerns and make appropriate referrals.
5. Educate residents through the presentation of programs and initiatives
6. Educate residents about their rights and responsibilities.
7. Confront residents regarding inappropriate behavior and work with them throughout the educational discipline process.
8. Conduct meetings with residents involved in policy violations.
9. Communicate effectively with staff and residents both verbally and in writing.

B. Student Group Development and Group Advising (1 ACD)

1. Oversee the structure and planning for one of the following: The University Apartments Council of residents (UACOR) or the Give or Take Center facilities and staffing.
 - a. Give or Take Center- Oversee the Give or Take Center staff. Occasionally visit the center, keep track of hours worked, hiring and firing, etc. Hiring, firing, raises, etc. should all be in close consultation with the Community Director.
 - b. Attend programs, activities, town meetings, and council meetings. The Community Director could expect attendance to increase due to her/his assessment of group dynamics and success.
 - c. Develop and maintain formal/informal contacts with student leaders

C. Staff Supervision

1. Directly supervise approximately 5 staff members.
2. Conduct training sessions for staff
3. Assist the staff with the planning of large community events.
4. Assist staff with personal and professional concerns.
5. Assist in the recruitment of professional and paraprofessional staff and in the selection through interviewing and evaluation.
6. Develop and maintain formal/informal contacts with all levels of staff

D. Related Duties

1. Maintain liaisons with resources including:
 - a. The Department of University Housing
 - b. Other departments within the Division of Student Affairs and Services
 - c. Provide residents with information regarding university and community resources.

- d. Participate in the Departmental and Divisional meetings as appropriate
- e. Attend Departmental and Divisional training and development activities as appropriate
- f. Participate in University Apartment staff training both in the spring and fall.
- g. Participate in departmental fall staff workshop prior to the beginning of the year.

E. Specific Duties

1. Student Behavior (2 ACD)

- a. Conduct meetings with UA residents who have violated policy (lower level violations)
- b. Mediate conflicts that arise in the area
- c. Track student behavior documentation on the staff web, etc.
- d. Serve on duty to assist those in Spartan Village, Cherry Lane and University Village

2. Supervision

- a. Supervise approximately 5 staff members
- b. Jointly facilitate weekly all staff meetings
- c. Have Weekly/Bi-weekly one on ones with staff members
- d. Evaluate the performance of staff members
- e. Enact the employee discipline process when necessary
- f. Train the staff upon hire and on a consistent basis
- g. Oversee the programming initiatives by the Community Peers and Programming Assistants
- h. Coordinate the following programs with the help of the Community Director, Community Peers and Programming Assistants: The Giving Tree, Garden Project, and Thanksgiving Baskets
- i. Plan and oversee summer community development and fall welcome community development events along with the Community Director
- j. Track vacation requests and time away along with the Community Director and Office Manager

3. Advising

- a. Serve as the advisor for the University Apartments Council of Residents. Conduct training for student leaders, assist the student group in planning programs and initiatives, and assist the student group in identifying and addressing needs and concerns within the community. (1 ACD)
- b. Attend programs, activities, town meetings, and council meetings, .develop and maintain formal/informal contacts with student leaders
- c. Give or Take Center- Oversee the Give or Take Center staff. Occasionally visit the center, keep track of hours worked, hiring and firing, etc. Hiring, firing, raises, etc. should all be in close consultation with the Community Director. (2 ACD)

4. Recruitment

- a. Participate in the process to hire Community Peers and Programming Assistants
- b. Participate in the Mentor selection process (Assessment Center)
- c. Interview and evaluate Sr. Staff candidates

5. Meetings

- a. Staff meetings with Community Peers and Programming Assistants
- b. One- on- one meetings with Community Peers
- c. One- on -one meetings with the Community Director
- d. Staff meetings with the Community Director
- e. attend AHD training sessions and department meetings as required

F. Administration

- 1. Hold at least 15 office hours per week during the hours of 8am-5pm. (During this time you can schedule meetings, do work, etc. This will be a time staff and university partners know they will be able to reach you.)
- 2. Track student behavior, facilities, general incidents, and training in the staff log will be expected

3. Submit any university reports needed (i.e. disciplinary reports, discrimination reports, contract hearing paperwork, etc.)
4. Track Community Peer and Programming Assistant initiatives
5. Read and respond to the reports completed by Community Peers
6. Contribute to the University Apartments annual report
7. Help track spending and budgetary items (i.e. petty cash paperwork, account number receipts, etc.)

G. Other Duties as Assigned

In Residence Life all sorts of issues arise and we may be called upon to respond in ways that are not necessarily outlined in this document. Therefore, it should be noted that duties will arise that may not necessarily be defined in this document.

Supervision Received

The Assistant Community Director reports to and is supervised by the Community Director for University Apartments. Verbal contact is expected on a regular and frequent basis. Written reports may be expected concerning specific situations. Decisions involving delegated areas should be communicated to the Community Director and are often made in consultation with her/him. Time away from the area should be requested as far in advance as possible and it will be granted by the Community Director.

Supervision Exercised

With the assistance of the Community Director, the Assistant Community Director will supervise the Community Peers and programming Assistants. The Web Manager may also be supervised by an Assistant Community Director, depending on the ACDs level of technical expertise.

Physical Effort

Mildly disagreeable working conditions involving working in an environment with limited privacy and noise. Staff must frequently respond to situations at any time of the day and night. The job requires moderate physical effort when responding to emergencies.

Conditions of Employment

- Appointment is contingent upon a completed BA/BS and acceptance into a degree-granting graduate program.
- Assistant Community Directors must enroll for a minimum of six credits and may carry a maximum of twelve credits per semester.
- A minimum of 3.0 grade point average must be maintained during the period of employment.
- Assistant Community Directors are responsible for the fees and tuition associated with their graduate programs.
- Due to the formal and informal demands of the position, involvements in other activities which require a sizeable time commitment (volunteer work, other employment, class loads above 12 credits, etc.) are not permitted only with written advanced authorization from the Assistant Director for North and UA. Assistant Community Directors who are required by their academic program to participate in field experience/internships which require a significant time commitment must clear these with the Community Director and Assistant Director for North and UA in advance.
- Assistant Community Directors must have a car to fulfill duty and programming expectations and responsibilities.

Remuneration

The University Apartments Assistant Community Director position is a 12 month, live-in position. For ACDs entering this position, the start date would be sometime mid-May or early June, however, the actual assistantship would begin Fall semester. In the summer, ACDs receive a furnished, 2-bedroom apartment and a monetary stipend. ACDs would not take courses their first summer on staff. They must be enrolled in fall and spring courses, however, to be eligible to receive the assistantship. Beginning fall, the remuneration would include a furnished apartment, qualification for in-state tuition rates, matriculation fee waiver, a monthly cash stipend, single person student health insurance, and a nine credit per semester tuition waiver during fall and spring semesters. If after the first academic year the ACD wishes to stay in the position for another academic year, they may take up to 5 summer credits which would be waived.

