

WAYNE STATE UNIVERSITY

TITLE Assistant Community Director	DATE 7/21/2011	
ECLASS HC	EEO 30	PCLASS IB101
GROUP 30	SALARY BAND B	FLSA E (Exempt)

JOB PURPOSE

Assists the Community Director in providing supervision for hall staff and residents. Assists with oversight of programming, hall council and community building for an assigned residential community. Assists with implementing an educationally-based, comprehensive residential life program for an assigned residence hall.

ESSENTIAL FUNCTIONS

Coordination and Training: Helps to oversee supporting hall staff, i.e. Resident Advisors (RA). Assists with training RA staff by planning and implementing workshops and staff development programs including assistance with Fall, Winter, and Spring training. Assists with RA staff selection process, semesterly evaluation of staff members and staff recognition ie. Housing Student Recognition Banquet, OTM's, etc.

Programming and Community Building: Assists Community Director in overseeing RA staff educational programming and community building efforts. Ensures that planned programs meet the prescribed programming requirements and that they foster personal and community development. Advise the Hall Council and oversee their programming and student concerns initiatives. Coordinate training for hall council executive board and assist with monitoring the hall council financial activity. Encourage RA participation with hall council. Collaborate with campus offices on additional programming initiatives.

Communications: Be visible and available to residents and staff. Assists with responding to concerns of students, parents & university staff persons or guests of the building. Provide appropriate/accurate information and foster good public relations. Assists with communication to staff and building residents through various communication outlets in addition to weekly staff meetings, floor meetings, one on ones, email blasts, etc.

Administration: Assist with opening & closing of residence halls and assist with summer conferences as necessary. Prepare reports, databases, and gather data about programming or conduct issues in the hall. Assist with the periodic review and updating of staff manuals, programming, policies and procedures for residence life staff. Interpret and enforce university rules, regulations and policies. Respond to emergency situations & help coordinate RA staff during such situations. Participate in on-call duty rotation. Collaborate with campus offices on recruitment initiatives such as Orientation, Open Houses, Residence Hall tours and campus visits. Assist Community Director in overseeing the functions of the building front desk.

Student Conduct: Work with Community Director to oversee consistent enforcement of university/housing rules and regulations within the residence halls. Inform and educate residents of policies and possible consequences for violation of policies. Be available to residents who may need resources or assistance with personal, discipline, or academic issues and refer to appropriate offices/individuals at the university for help. Guide and support students in their understanding of their responsibility to respect one another in their floor/hall community. Assist with roommate mediations and work with campus offices to assist in responding to incidents in the halls.

Perform other duties as assigned.

WORK CONTEXT

Job Reports to	Manager
Leadership Accountability	Implements operating plans
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	Monitors expenditures
Customer Accountability	Interfaces with customers outside the S/C/D
Freedom to Act	Subject to general input from supervisor

MINIMUM QUALIFICATIONS

Education: Bachelor's degree

Additional Education Information: Bachelor's degree in business administration, counseling, education or related discipline.

Experience: Entry Level

Additional Experience Information: Minimum 2 years experience in student housing and/or college/university residential life management. Work experience that demonstrates excellence in leadership, programming, verbal and written communications in an educational residential setting.

COMPETENCIES REQUIRED

Student Services - General knowledge of programming models and systems that meet the developmental needs of student populations. Familiarity with University programs and policies that impact student life, activities, and success.

Interpersonal Skills - Effective interpersonal skills. Ability to handle pressure situations, including emergency situations and dealing with sensitive and confidential human relations situations.

Organizational Skills - Ability to provide clear direction, set goals and manage workflow. Strong mentoring and coaching skills. Ability to train student staff and help develop their skills. Ability to foster teamwork among staff members.

Analytical Skills - Ability to compare, contrast and quality check work with a keen attention to detail. Strong critical thinking, problem solving and decision making skills.

Technology Skills - Proficient in Microsoft Office Tools.