## TEXAS A&M UNIVERSITY-COMMERCE

<table>
<thead>
<tr>
<th><strong>Position Title:</strong> Community Director</th>
<th><strong>Code:</strong> 9240</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department:</strong> Residential Living and Learning</td>
<td><strong>PIN:</strong> R00333</td>
</tr>
<tr>
<td><strong>Reports to:</strong> Associate Director Residential Living and Learning</td>
<td><strong>Date:</strong> 5/02/2014</td>
</tr>
<tr>
<td><strong>FLSA Status:</strong> Exempt</td>
<td><strong>Zone:</strong> 7</td>
</tr>
</tbody>
</table>

### PURPOSE OF POSITION:

As part of a dedicated staff within the Department of Residential Living and Learning, the Community Director (CD) is a live-in professional staff member, who assists in cultivating an environment conducive to the active pursuit of academic, personal and professional success. Each CD directly oversees one or more communities of approximately 300-550 residents, and ensures fully functioning communities through training, development, supervision of staff, community building, advising, administrative processes, and facilities management.

### ESSENTIAL FUNCTIONS:

#### Supervision & Development of Resident Assistants and Desk Attendants

- Ensure accurate and timely completion of administrative tasks
- Articulate, supervise, and implement University and Department policies and procedures
- Evaluation of student staff performance
- Conduct regularly scheduled individual and group meetings with student staff
- Participate in the student staff selection process.
- Participate in the development of student staff training presentations
- Ensure proper student staff on-call procedures for hall(s)

#### Community Development

- Ensure the residence hall(s) community supports the mission of the department, in particular that it is conducive to the active pursuit of academic, personal and professional success
- Establish goals and objectives for the residence hall community in conjunction with the Department of Residential Living and Learning
- Remain accessible to provide excellent customer service
- Provide leadership to assist in creating an environment that is supportive and inclusive of all residents
- Support of the Residence Hall Association (RHA) through their collaboration and advisement of their building/area hall council.
- Provide assistance to students encountering personal, academic, and social concerns
- Assists with the management of issues and opportunities relevant to assigned hall(s)
- Provide leadership in the creation and assessment of strategic programming based on the Department of Residential Living and Learning programming model
- Assist in the development and/or implementation of Living and Learning Communities
- Direct oversight over the provided programming budget ($1000-2000 per academic year)

#### Judicial, Student Behavior, and Crisis Response

*This is not a complete itemization of all facets of this position.*

*This job description is not an employment agreement or contract. The University has the exclusive right to alter this job description at any time without notice.*
• Participate in the CD on-call crisis rotation (includes nights/weekends and holidays)
• Work with student staff to monitor behavioral concerns within residence hall(s)
• Communicate institutional and departmental expectations for staff and student behavior to hall staff
• Implement expectations for documentation processes and policy enforcement to student staff
• Ensure accurate and timely completion of incident reports by student staff
• Adjudicate assigned judicial cases, including but not limited to: scheduling of meetings, providing appropriate educational sanctioning, following up with students of concern
• Follow-up with students of concern, providing referrals when necessary

Facilities, Maintenance, Custodial and Safety
• Conduct on-going assessments of hall(s) to ensure the completion of submitted work orders
• Assist in the tracking of maintenance concerns and areas of improvement within the hall(s)
• Build and maintain effective working relationships with Maintenance and Custodial Staff
• Coordinate required Fire Drills within the semester
• Provide oversight to Health and Safety Inspections within the semester
• Supervise the end of semester closing process and assignment of charges for damages

Departmental Administrative Processes
• Coordinate consolidation and move processes within hall(s)
• Supervise dissemination, completion, retrieval and submission of all occupancy-management forms and related paperwork
• Maintain hall rosters and card access reports for respective areas
• Maintain accurate occupancy reports via housing software

Departmental, Division and Professional Commitments
• Develop relationships within the Division of Campus Life and Student Development and other campus partners
• Assist in developing department policies and procedures
• Assist in the coordination and implementation of departmental initiatives and services
• Opportunity to serve on departmental and university committees
• Involvement in professional regional and national organizations is supported and encouraged

Compensation and Other Benefits:
• Community Directors are on a 12 month contract and receive an on-campus apartment with meal plan
• Funds for Professional Development
• Department issued iPad
• University Faculty/Staff Parking Pass

Contributes to the effective team management of all relevant problems, issues and opportunities.
This job description shall include, but is not necessarily limited to, the above duties. May temporarily perform other duties assigned to maintain operations and services.

MARGINAL FUNCTIONS:

This is not a complete itemization of all facets of this position.
This job description is not an employment agreement or contract. The University has the exclusive right to alter this job description at any time without notice.
Marginal Functions will vary with the specific assignment and depend on the particular unit or function for which the person is responsible. Consideration will be given on a case by case basis and reassignment of marginal duties will be made when appropriate.

**KNOWLEDGE & SKILL REQUIREMENTS:**
Requires Master’s degree in student personnel, higher education, counseling or a related area, and experience in staff supervision, administration of residence hall operations, and facilitating student development programming activities. Occasional evening and weekend hours are to be expected and embraced. Required to obtain a TX drivers license and be certified to drive motor pool vehicles within 60 days of start date.

**SUPERVISION OF PERSONNEL:**
Supervises Resident Assistants and student desk staff.

________________________________________
Employee Signature

________________________________________
Supervisor Signature

This is not a complete itemization of all facets of this position. This job description is not an employment agreement or contract. The University has the exclusive right to alter this job description at any time without notice.