POSITION SUMMARY:
This is a live-in graduate assistantship reporting to a full-time Community Director or District Assistant Director. The term of employment is July 6, 2016 through May 15, 2017. The Graduate Community Director is a member of the Residential Education team providing leadership and guidance in creating a caring and inclusive learning community, enforcing residential policies and procedures, and providing crisis response and management. Position may require driving University vehicles and/or golf carts.

Graduate Community Directors receive a salary of $12,373 for the duration of the contract period. In addition to salary, the position provides student health insurance, out of state tuition waiver and tuition remission, furnished apartment, $2,000 meal plan, University Bookstore discount and $500 professional development allowance.

Community Directors play a key role in ensuring Residence Life’s continued ability to fulfill its mission of helping students build a foundation for success. To contribute to this mission, the successful candidate will direct staff and resources to foster strong, relationship-centered communities where the staff plays an integral role in student growth and academic success.

UA is looking to hire staff members who reflect our increasingly diverse student body.

The University of Arizona seeks people with diverse perspectives and experiences and is a committed Equal Opportunity/Affirmative Action organization. Women, minorities, veterans and individuals with disabilities are encouraged to apply. As an Employer of National Service, we also encourage applications from alumni of AmeriCorps, Peace Corps, and other national service programs.

About the University of Arizona
Located in the heart of Tucson, the University of Arizona is one of the top-ranked research universities in the nation. Surrounded by mountains and the high Sonoran desert, the campus boasts a distinctive southwestern look and enjoys more than 300 days of sunshine each year. Approximately 40,000 students are enrolled at the University of Arizona, coming from all 50 states and more than 100 countries. The UA offers more than 100 academic and professional degree tracks, taught by some of the nation's preeminent scholars, and a vibrant campus atmosphere at a cost well below most other colleges and universities in the United States.

About the Department of Residence Life
Nearly 7,000 students live in 23 residence halls and one graduate apartment complex. Our residence halls range in style from historic to modern and range in size from 50 to 800 residents. While the University does not require students to live on campus, more than 70% of incoming first-year students choose to live in UA housing to help their transition to university life, and over 80% of on-campus residents are freshmen.

The Department of Residence Life plays a critical role in achieving institutional and divisional goals. We are proud of our vibrant academic partnerships, our high quality facilities, our ability to attract top tier professional staff, and the supportive environment we provide our students. UA students who live on-campus for at least one year enjoy a higher average GPA, a higher retention rate, and higher four- and six-year graduation rates than their peers that reside off-campus.

DUTIES AND RESPONSIBILITIES:

SUPERVISORY RESPONSIBILITIES:
• Supervision of Resident Assistants.
• Supervision of student Office Assistant.

GENERAL RESPONSIBILITIES:
• Select, train, supervise, and evaluate Resident Assistant Staff.
• Depending on assigned community, manage/oversee the daily functions of a co-educational hall or same-sex hall of 107-238 residents, or co-administer the daily functions with a Community Director of a co-educational hall of 450-719 residents.
• Create an environment where all students, regardless of their social group membership, can learn and be engaged in the life of the institution.
• Demonstrate a commitment to growing and challenging one’s self in all areas of diversity and social justice.
• Implement and evaluate the department’s Caring & Inclusive Learning Community programming model.
• Perform a variety of administrative duties including, but not limited to, reports, room assignments, check-in/out procedures, hall transfers, occupancy management, assessing hall damage charges, facilitating weekly RA staff meetings and individual one-on-one meetings, meeting with and keeping supervisor informed of hall conditions.
• Educate residents about Residence Life Policies and Procedures, University Code of Conduct, regulations, rights and responsibilities, and promote student accountability.
• Serve as a conduct hearing officer for Residential Policies and Procedures violations.
• Provide crisis intervention and serve as a resource or referral agent for staff and residents.
• Serve as the primary advisor to Hall Council, which includes attending meetings, supporting the on-going leadership development of the students and supporting program initiatives.
• Monitor physical condition of residence hall, working collaboratively with maintenance and custodial staff, hall staff and residents to report and follow up on work requests, damages and facility emergencies.
• Partner with designated Faculty Fellow and University Police liaison to enhance awareness about personal safety and academic resources.
• Manage assigned Hall Account funds, which include Programming, Staff Development and Hall Council.
• Attend weekly Residential Education team meetings.
• Meet regularly with and provide feedback to the Front Desk Manager.
• Participate in a campus-wide on-call duty rotation.
• Perform related duties as assigned or required to meet Residence Life and University goals and objectives.
• Assist with residence hall opening.
• Assist the Assistant Director and Associate Director in completing assigned projects as necessary.

TRAINING/PRESENTATION RESPONSIBILITIES:
• Provide training for residential education staff including but not limited to RAs, Graduate Community Directors and Community Directors.
• Provide educational presentations to residents, RAs and residential education staff.
• Participate in scheduled departmental trainings and professional development opportunities.

MINIMUM QUALIFICATIONS:
• Bachelor’s Degree
• Acceptance to a University of Arizona graduate degree program. Candidates accepted into the Higher Education master program given priority.
• Experience working in residence life or related area.
• Demonstrated on-going commitment and ability to create inclusive communities that are socially just and sensitive to diverse populations.
• Experience working with culturally diverse populations.
• Ability to participate as a positive team player.
Skills necessary to respond to internal and external constituents needs in a timely, accurate and professional manner.

PREFERRED QUALIFICATIONS:
- Knowledge and understanding of diversity and an ability to work with a wide variety of people while recognizing the needs of underrepresented groups.
- Communication skills, including interpersonal communication, writing, public speaking and presenting, teaching and instruction.
- Basic knowledge of formulating and interpreting policy.
- Ability to participate in long and short range capital and strategic planning processes.
- Ability to make effective decisions.
- Ability to act as a liaison between campus administration and students.
- Basic knowledge of advising and motivating student groups.
- Knowledge of campus resources.
- Ability to set goals and strive for continuous improvement.

MATERIALS AND EQUIPMENT DIRECTLY USED:
- Microsoft Word, Excel, and PowerPoint software
- Copy machine
- Fax machine
- Housing and student conduct database systems

WORK ENVIRONMENT/PHYSICAL ACTIVITIES:
- Movement among residence halls essential.
- Carrying materials and supplies from one place to another (up to 30 pounds).
- Clerical maintenance, filling, typing, etc.
- Communication including: facilitating meetings (group and 1:1), presenting, writing and reading forms, books and internet based communication, and analyzing human behavior.
- Mental functions, including interpreting and analyzing information, policy formulation and decision-making.

SUPPLEMENTAL REQUIREMENTS:
- Residence Life is a security sensitive department and this position requires a finger-print criminal background check
- Motor Vehicle Division check

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