

**POSITION DESCRIPTION
COMMUNITY DIRECTOR
WRIGHT STATE UNIVERSITY
OFFICE OF RESIDENCE SERVICES**

The Community Director (CD) is a full-time, live-in, professional position responsible for the daily operation of a co-ed residential community (apartments or traditional residence halls) housing from 250-450 students. The Community Director will create an administratively efficient, comprehensive and responsive student-centered educational program that positively influences student learning & development while maximizing an enjoyable living experience. Developing interaction between students, administrators, and faculty; encouraging community service opportunities and collaborating with the academic affairs and student affairs units will be primary mechanisms to promote this environment. Out-of-class activities will be directed to achieve optimal integration of academic, cultural, recreational, social and personal development opportunities with the aim to foster behavior patterns known to promote healthy communities.

RESPONSIBILITIES

1. *Direct supervision of 7 to 12 paraprofessional Resident Assistants. Participate in and assist with paraprofessional, graduate, and professional staff training and hiring. Supervise, train and evaluate office staff for the Community Office. (15%)
2. *Serve as the facilitator of assigned residence life committees/projects; serve as liaison to academic programs that collaborate with your community; interact with university colleagues and the Faculty-in-Residence; and assist with the development of quality student oriented living-learning communities. (5%)
3. *Identify students with leadership ability and encourage their involvement in residential community organizations. Participate in leadership training and retreats as required. Attend weekly meetings while serving as the primary advisor to a residential student organization, primarily the Community Council. Monitor organizational funds. Serve in other advising capacities as requested. (10%)
4. *Coordinate student development programming for area of responsibility. Emphasis is on academic success, personal development, diversity/oppression reduction, creating a quality living environment, leadership development, and service to the community. Oversight of Resident Assistant, and Community budgets. Serve as co-instructor for one academic course in University College (UVC 101), and/or Educational Leadership as requested. (10%)
5. *Manage/coordinate operation of community office. Execute and maintain all record keeping functions as outlined by the Office of Residence Services including but not limited to: student billing, assignment changes, financial transactions, conduct/discipline, fire, health and safety inspections, residence life reports, maintenance records, and postal services. Collaborate with others to ensure that the residential facilities are safe, secure, well maintained and are administratively supervised in a timely, effective and efficient manner. (10%)
6. *Other operating responsibilities include: utilizing computer equipment including Microsoft Excel, Microsoft Word, PowerPoint, e-mail, the Residential Management System (RMS) and other applications; approving, implementing and/or facilitating assignment changes and consolidation process as outlined by the Office of Residence Services; assisting with room selection lottery; developing and maintaining a strong working relationship with community custodial and maintenance staff; and assisting with facility management and enhancement projects. (10%)
7. *Maintain availability on all opening and closing weekends, as well as final exam weeks, for the fall, winter, spring & summer quarters and assist central office staff with coordination and implementation of the resident check-in and check-out processes. Enhance university public relations by representing the Office of Residence Services and WSU by interacting with and responding promptly to students, parents, and guests of the university. (5%)
8. *Attend, participate in, and provide support to all training, in-services, staff retreats, departmental staff meetings, Residence Life meetings, and/or university committees as requested. (5%)
9. *Intervene in, mediate, and monitor roommate conflicts. Serve as a resource and provide personal counseling/advisement for residents and/or referral service as appropriate. (10%)
10. *Participate equally in the 24-hour campus wide primary on-duty rotation providing emergency response services. (5%)
11. *Serve as a conduct officer within the university judicial process. (10%)

12. Other duties and additional Residence Life projects as assigned. (5%)

SUMMER RESPONSIBILITIES

*During summer months, the Community Director will be assigned summer employment responsibilities. Summer assignments may include, but are not limited to:

- A. Summer Housing Community Director
- B. Summer Conference Management
- C. Summer Orientation Housing
- D. Residence Services Central Office Responsibilities
- E. Residence Services Special Projects

QUALIFICATIONS

Master's degree preferred. Bachelor's degree along with residence life and leadership experience required.

MISC.

A demonstrated commitment to inclusiveness & diversity; excellent organizational and communication skills; high degree of personal character, understanding of student development; computer literacy; and an upbeat, energetic "can-do" attitude are desirable characteristics for individuals wanting to achieve success in this position. A commitment to long-term employment in the housing and Student Affairs profession is considered important.

SUPERVISION

The Community Director position falls within the Associate Director for Residence Life's departmental area of responsibility and is directly supervised by the Assistant Director for Residence Life.

NON-TRADITIONAL WORKING HOURS

This position requires non-traditional working hours. Evening and weekend hours, along with some holidays, are required to effectively complete the responsibilities associated with this position.

REMUNERATION

Annual salary is \$24,370; full university benefits, a furnished on-campus apartment; local phone service; cable TV & high speed internet access, as well as professional development funds. This is a live-in position. AA/EOE

DATES OF EMPLOYMENT

Position is anticipated to begin July 1, 2010. This is a twelve-month position.

APPLICATION PROCESS:

To be consider for the position, all applicants must submit their application documents via the Wright State University Online Employment System; <https://jobs.wright.edu>.

ADDITIONAL INFORMATION

Contact: Joseph Berthiaume, Ph.D.
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Residence Life --- Statement of Philosophy

We are committed to our students at differing levels, to their academic success, to their personal development, and to their leadership development. In collaboration with our students and through meaningful assessment and research, we create programs to meet their needs. We build connections between all members of the university community in order to promote a healthy living, learning, and teaching environment for our students. We support and provide oppression reduction initiatives and promote a celebration of all people. We assist in the creation and maintenance of safe, purposeful, comfortable, and clean spaces for the personal and academic growth of our students.