Title  
Assistant Community Director

Supervisor  
Community Director

Qualifications:
Earned Bachelor's degree with acceptance into a post baccalaureate graduate program at any of the USM campuses required. Preference given to applicants admitted to programs related to Counseling and Student Personnel Services, Higher Education Administration, Education or other Social Sciences. Strong preference is given to graduate students at UMBC. At least one year's prior experience in residence hall related employment preferred.

General Responsibilities:
The Assistant Community Director is responsible for assisting the Community Director in the overall administration, programming, and community development of a residence hall; this is a 20-hour a week, live-in position.

Specific Responsibilities:
Service Desk Operations
Coordinate the overall service desk operations within the community by:
- Assuming direct responsibility for the training, supervision, and evaluation of a Desk Manager, and indirectly Desk Staff, for one or two service desks within the community.
- Ensuring adherence to appropriate key management, package/mail distribution, and other desk procedures.
- Supporting bi-weekly staff meetings of all desk staff (the first month of each semester may require more frequent meetings).

Residential Education
Assist the Community Director by:
- Assisting in the establishment of community and system-wide goals and objectives for the Department's comprehensive developmental education program.
- Assisting in the development, coordination, and implementation of community programming efforts.
- Attending and co-facilitating weekly paraprofessional staff meetings.
- Providing feedback to the Community Director about paraprofessional staff and resident students concerns.
- Providing helping and referral services for residents.
- Assisting in the adjudication of violations of Residential Life policies.
- Advise Community Action Boards
- Coordinating training sessions for Desk Managers, Desk Staff, and Resident Assistants
Residential Operations and Environment
Assist the Community Director by:
- Assisting in opening and closing the community each semester.
- Assisting in the preparations for and the conduction of re-contracting.
- Ensuring the accuracy of the building floor plan and related housing records.
- Reporting and monitoring completion of work orders referred to the Environment area.

The Assistant Community Director will, as appropriate, be given other responsibilities as assigned, and will serve on Departmental and Divisional Committee.

Residential Life Expectations:
- Participate in weekly one-on-one's with Community Director and formal evaluation processes once per semester.
- Assist in departmental decision-making and the development of departmental policy.
- Maintain a minimum of 15 office hours per week over at least 4 days.
- Participation in system-wide on-call responsibilities.
- Participate in programs designed to acquaint various organizations and advisory staff with the services and programs provided by Residential Life.
- Identify and utilize appropriate liaisons in accomplishment of objectives.
- Report for opening and closing of building as requested.
- Perform all related duties as requested.

Salary:
Remission is tuition for 9 credits per semester (does not include mandatory graduate student fees), room and meal plan (while the University is in session). Partial University of Maryland System benefits and stipend of approximately $14,000 for the appointment period, typically mid-July through late May.

Apply to:
To apply please send a cover letter, resume, and the names and contact information of three references to RLrecruitment@umbc.edu with Assistant Community Director as the subject line.

Student Affairs Mission Statement:
The Division of Student Affairs facilitates learning and prepares students for success in our multi-cultural and increasingly global society and work force.

Residential Life Mission Statement:
The mission of Residential Life is to provide facilities, services, and programs that support the academic mission of the institution and enhance the quality of life for students that live on campus. Residential Life staff foster the personal, social, academic, and leadership development of resident students and prepare them to be active and responsible citizens within the UMBC community and beyond.

Residential Life Vision Statement:
Residential Life co-creates exceptional and innovative living-learning environments for our campus community.

UMBC is an Equal Opportunity, Affirmative Action Employer. Women, persons of color, and persons with disabilities are encouraged to apply.
Assistant Community Director, continued.