**TITLE:** Community Director

**STATUS:** 12-month, full-time, Exempt Staff

*Note: The Community Director is a full-time live-in position.*

**GENERAL RESPONSIBILITIES:**
Reporting to an Assistant Director and, ultimately, to the Director of Residential Life, the Community Director is a professional staff position in Residential Life. The Community Director is a 12-month, live-in position.

The Community Director is responsible for the overall quality of life for individuals residing in one of the nine residential communities on campus. Responsibilities include: overall managerial and administrative responsibility for a residential community of 350-580 residents; promoting the personal, social, and academic development of students through the residential curriculum and day-to-day contacts; supervision of student staff; individual counseling; group advising; resolving disciplinary matters with students; assisting with summer projects; summer conferences; and central office/divisional duties assigned as needs or interests dictate.

**SPECIFIC RESPONSIBILITIES:**
1. Promote the safety and welfare of all students residing in the assigned residential community.
2. Supervise the desk operation when University is in session.
3. Be aware of student problems and concerns and assist students with these issues on an individual and group basis.
4. Select, supervise, train, and evaluate student staff.
5. Assist and motivate students, student leaders, and Residential Life staff members to plan and initiate developmental programs.
6. Manage the residential community by promptly and accurately preparing all necessary reports, records, and requests and by referring any unsatisfactory maintenance or health conditions to the Assistant Director of Residential Facilities.
7. Work closely with maintenance and custodial personnel to facilitate the over-all functioning of the residential community.
8. Perform the various managerial responsibilities associated with the opening or closing of the residential community.
9. Interpret University and Residential Life rules, regulations, and policies to students and others, and hold necessary administrative conferences with students alleged to have violated these policies.
10. Train, assist, and advise the residence hall/apartment Community Action Board.
11. Assist the Assistant Director for Residential Education in developing manuals, educational materials, and procedures for Residential Life staff.
13. Maintain all required housing records.
14. Promote positive relationships as a liaison between Residential Life and other University departments and external constituencies.
15. Assist in the effective operation of the summer conference program and manage one’s own summer school community if it is open during the summer months.
16. Work with Faculty Mentor program to structure opportunities for student and faculty interaction.

17. Perform on-call responsibilities for the residential system on a rotating basis, maintain regular office hours, and meet with students or student groups during evening hours as necessary.

18. Serve as a member of Residential Life or Student Affairs committees as needs or interests dictate.

19. Serve as a departmental representative at Admissions events.

20. Opportunities exist to lead or participate in the following efforts: paraprofessional staff selection, on-going paraprofessional training and development, co-teaching pre-service course for paraprofessionals, specific educational (AOD, leadership education) or academic support programs, and judicial board advising (Peer Review Council).

21. Serve as a liaison to the following University departments: University Health Services, Counseling Center, Athletics, University Police.

22. Assist and/or direct operations of summer conferences or summer housing.

23. Perform other duties as assigned or needed.

QUALIFICATIONS:
Master’s degree in Student Personnel Services, Counseling, or a related area required. Prior live-in residential life experience strongly desired.

COMPENSATION AND BENEFITS:
Salary is competitive. Benefits include: furnished apartment, meals when the University is in session, paid annual and sick leave, and access to group life and health insurance.

APPLICATION:
For best consideration, send letter of intent, resume, and the contact information for three references as one file by March 15, 2017

Kaleigh Mrowka
Chair, Community Director Search
Residential Life Office
1000 Hilltop Circle
Baltimore, MD 21250
kmrowka@umbc.edu
Website: http://www.reslife.umbc.edu

As required by the 1986 Immigration Act, be prepared to present acceptable documentation upon hire showing your identity and that you are a U.S. citizen or an alien who is authorized to work.

UMBC is an Equal Opportunity, Affirmative Action Employer, Women, persons of color, and other minorities are encouraged to apply.