Human Resources
A&M-COMMERCE

POSITION DESCRIPTION – MASTER

Master Title:	Student Development Specialist II	**Code:**	U9330
Position Title:	Community Director	**PIN:**	P-117699
Department:	Residential Living and Learning	**FLSA:**	Exempt
Reports to:	Assistant Director	**Grade:**	9
Work Location:	Texas A&M University-Commerce campus		

Revision Date: 09/27/2021

SUMMARY:

The Community Director, under the supervision of an Assistant Director, is a live-in professional staff member responsible for cultivating an environment conducive to the active pursuit of student academic, personal and professional success. Oversees training, development, and supervision of both professional and student staff. Directs community building, advising, administrative processes, and facilities management for a specific area of 300 to 500+ residents.

DUTIES & RESPONSIBILITIES:

- Supervises and oversees development of Assistant Community Director, Resident Assistants, and/ or Desk Assistants.
- Participates on departmental committees for the advancement of the department mission, department diversity, equity, and inclusion commitment, and departmental initiatives such as assessment, staff selection, and training; conducts trainings for staff as directed by supervisors.
- Directs community development, to establish a campus culture that places value on diversity, equity, and inclusion, and where students are driven scholars, compassionate leaders, and conscious explorers of the world around them.
- Advise a Hall Representative and/or Residence Hall Association (RHA); advance student leadership within the residential community.
- Counsels students regarding personal, academic, and social concerns and makes referrals to appropriate campus resources.
- Facilitates the Lions for a Lifetime residential curriculum for an assigned area to include developing facilitation plans, managing Roompact module for assigned area, meeting learning outcomes and larger learning goals, and coordinating assessment of efforts within assigned area; oversees budget for assigned area.
- Actively engages living learning community members and advisors within their assigned area.
- Participates in a duty rotation as a professional staff member responding to emergencies outside of traditional office hours.
- Oversees crisis response, student behavior and conduct matters, and policy enforcement. Ensures accurate and timely coordination of conduct process for an assigned area from incident report to completion of sanctions.
- Oversees facilities to include maintenance, cleaning, safety, security, and prescribed emergency drills.
- Oversees resident administration, to include coordinating move processes, occupancy management, and reporting.
- Supervises end of semester closing processes, assignment of charges for damages, and appeals related to charges.
- Serve as essential personnel for departmental and university emergencies.

MINIMUM REQUIREMENTS:

- **Education:** Bachelor's degree. Equivalent combination of relevant education and experience may be substituted as appropriate.
- **Experience / Knowledge / Skills:** One (1) year of related experience in administration of residence hall operations, and student development programming, including related supervisory experience. Knowledge of word processing and spreadsheet applications. Strong verbal and written communication skills.
- **Ability to:** Ability to multitask and work cooperatively with others. Ability to work beyond normal office hours and/or work on weekends.

- **Licensing/Professional Certifications: Physical Requirements:** None
- **Other Requirements:** None

PREFERRED EDUCATION / SKILLS/ EXPERIENCE:

Master's degree and two (2) or more years of experience within Housing/ Residential Life. Experience with supervision, training, and/or development of students or staff

Related experience with higher education software (occupancy management, conduct, purchasing, maintenance work orders).

SUPERVISION OF OTHERS:

Assistant Community Director, Resident Assistants, and/or student workers.

_____
Effective Date

_____ _____
Employee Name (Please print) Employee UIN

_____ _____
Employee Signature Date

_____ _____
Supervisor Signature Date

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned. Texas A&M University-Commerce is committed to promotion of diversity and thus all employees are expected to facilitate a work environment that encourages knowledge of, respect for, and ability to engage with those of other cultures or backgrounds. 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.