



## Community Director Position Description

### Position Overview

The Community Director (CD) position is a twelve-month, live-on position within the Department of Housing and Residence Life who reports directly to an Assistant Director (AD). The CD will work in a residential community supervising multiple levels of graduate and student staff members. CDs will provide leadership, management, supervision, development, and high-level customer service. This position also promotes an inclusive living-learning environment to successfully implement educational curriculum to create a community which fosters student success. This position is a four-year time-limited appointment based on positive annual evaluations, with opportunity for an additional year pending justification. The CD will be expected to fulfill the duties listed below in addition to other duties as assigned. CDs are FLSA exempt employees.

### Minimum Qualifications

- Master's degree prior to the start of employment at Mississippi State University.
  - *Degree in: Education, College Student Personnel, Higher Education Administration, Counseling, or a related field.*
- Must be able to fulfill the live-on requirement.
- Must be knowledgeable about Microsoft Office Suite products.

### Preferred Qualifications

- 1-3 years of experience in Housing and Residence Life/Education.
- Knowledge of housing/university wide software: StarRez, eRezLife, Advocate, and/or Canvas.
- Proficient with Microsoft Office Suite products.

### Responsibilities

#### Communication

- Utilize professional communication in all forms (written, verbal, non-verbal) when interacting with residents, parents, and MSU employees.
- Conduct educational and developmental one on one meetings with Graduate Residence Director (GRD) and student staff.
- Engage in weekly Residence Education staff meetings and distribute the information with supervisees.
- Serve as the primary manager and community contact for stakeholders and campus partners.

#### Administration

- Management of the 24-hour community desk(s).
- Adjudicate student conduct cases, track sanction completion, and follow up with students within the conduct process.
- Work with summer camps and conferences during the summer period to assist and manage the hosting of camps, orientation programs, and any other events that are hosted within the residence halls.
- Maintain accurate records and reports regarding occupancy, facilities management, and business operations.
- Be aware of all responsibilities and requirements by utilizing the appropriate resources provided by Housing & Residence Life



### **Crisis Response**

- Serve in the professional on-call duty rotation as a first responder for housing.
- Provide leadership during times of crisis including but not limited to injuries, fire alarms, natural disasters, facility emergencies, and personal student crisis, while coordinating with the appropriate University departments or any Emergency Responders.
- Provide expedited outreach and follow-up for students of concern and update appropriate stakeholders
- Assume responsibility for hall security by assuring that the building is properly secured, check on fire safety concerns, educate residents about security and safety needs, and inform the appropriate parties of potential safety and security risks.
- Utilize resources available including the Standard Operating Procedures and the Incident Report Grid

### **Interpersonal Skills**

- Appropriately and effectively utilize conflict management, emotional intelligence, critical thinking, problem-solving, listening, and decision-making skills
- Educate oneself on the current college student trends to ensure when interacting and providing resources that the information is relevant and meets the needs of the student(s)
- Enforce university and departmental policies and procedures while serving as a hearing officer for basic level university disciplinary violations in conjunction with the Office of Student Conduct.

### **Community Engagement**

- Implement and provide leadership for the planning of the residential curriculum which ensures inclusive residential communities, personal responsibility, and foundations that allow residents to lead and serve in a diverse society.
- Offer educational opportunities for students by developing a community engagement plan, creating facilitation guides, utilizing assessment and curriculum strategies.
- Provides support for student development through maintaining visibility and availability by attending community educational events, regularly walking the community, and interacting with residents.
- Partner and work alongside faculty and staff stakeholders to strengthen the living learning/themed communities through initiatives.
- Oversee the advising of the community Council of Residential Experiences in collaboration with RHA.

### **Leadership Development**

- Opportunity to serve as a chair for a departmental committee and/or an advisor for student organizations (RHA, NRHH, RAA).
- Serve as a member on other departmental committees, special projects, and taskforces with opportunity for university committees.
- Attend, engage, and present departmental and divisional events, trainings, and workshops.
- Support, understand and motivate staff by practicing suitable behaviors regarding advocacy, balance, recognition, stewardship, and team building.
- Participate in local, state, regional and national professional development opportunities.
- Participate in semesterly performance evaluations and fulfill all duties assigned by the supervisor

### **Diversity and Inclusion**

- Coordinate opportunities for students and staff to participate in civic engagement and establish a sense of belonging in a diverse residential community.
- Engage in diversity focused professional development opportunities.
- Reinforce the value of individuality, thought, and self-expression in our residential communities.



- Abide by the Mississippi State University's statement on equal opportunity and non-discrimination.

### **Supervision**

- Supervise undergraduate student staff and a GRD based on assigned community.
- Facilitate weekly staff meetings with assistance of the GRD.
- Ensure that staff members are confronting and documenting behavioral issues and concerns while educating students on Housing and University policy and procedure.
- Aid in the recruitment, selection, training, supervision, development, and evaluation of undergraduate and graduate staff.

### **Remuneration and Benefits**

The CDs receives a fully furnished apartment within a residence hall/complex at no additional charge for rent or utilities and includes all major appliances (fridge, dishwasher, laundry facilities, etc.). CDs can have any unwanted provided furniture removed upon request. A competitive university benefits package with many options for personal needs. Professional development funds when available for use to travel to conferences, webinars, books, and more pending request. Salary (total \$35,568) paid twice a month, on the 15<sup>th</sup> and the last day of each month. Compensation is for approximately 40 hours per week, with the understanding that there is a fluctuation in demand depending on the time of year and nature of departmental needs. CDs have the ability to have individual(s) who pass a background check and/or pets reside within their apartment, for more information regarding this policy contact the search committee.

### **Additional Information**

Community Directors may be called upon to stand, walk, bend, squat, climb stairs, and lift up to 50 pounds occasionally. Community Directors will fulfill other general duties assigned by the Department of Housing and Residence Life, Division of Student Affairs, or Mississippi State University.

### **Disclaimer**

*MSU is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, ethnicity, sex, religion, national origin, disability, age, sexual orientation, genetic information, pregnancy, gender identity, status as a U.S. veteran, and/or any other status protected by applicable law. We always welcome nominations and applications from women, members of any minority group, and others who share our passion for building a diverse community that reflects the diversity in our student population.*

### **How to Apply**

Interested candidates should send their resume, cover letter, unofficial transcript, and references to Dante Hill at [dhill@saffairs.msstate.edu](mailto:dhill@saffairs.msstate.edu) and apply for the position through [www.hrm.msstate.edu](http://www.hrm.msstate.edu).