



WILLIAM & MARY

CHARTERED 1693

Community Director Residence Life Division of Student Affairs

Position Overview

Community Directors (5), as members of the Office Residence Life and part of the Campus Living Thematic Area, are responsible for assisting professional and student staff in developing community within an assigned residential area. Under the supervision of an Area Director, Community Directors actively engage with students and staff to build positive communities within their residential area of oversight, promote learning initiatives as a part of the department’s education plan, and support and empower students through their overall college experience. The Community Director will accomplish these tasks as detailed below, and will assume additional responsibilities as assigned by the Area Director/Associate Director.

Department Mission

Residence Life provides a home where William & Mary students may flourish both personally and academically. We do this by partnering with our residents to create caring and responsible communities.

Position Type

- Masters Level
- Doctoral Level
- Full-time (20 hours/week)
- Part-time (10 hours/week)

Compensation / Benefits

- This assistantship qualifies a full-time student for the 2024-2025 School of Education in-state tuition waiver.
- Total financial package = School of Education in-state tuition + stipend + housing
- Additional benefits: office swag

Position Elements

- | | |
|---|--|
| <input checked="" type="checkbox"/> Mostly 9 a.m. -5 p.m. work | <input checked="" type="checkbox"/> Occasional night/evening work |
| <input checked="" type="checkbox"/> Frequent night/evening work | <input checked="" type="checkbox"/> Weekend work: Sometimes |
| <input type="checkbox"/> Hires student workers | <input checked="" type="checkbox"/> Supervises / evaluates student workers |
| <input checked="" type="checkbox"/> Frequent student interaction | <input checked="" type="checkbox"/> Leads training sessions for students |
| <input checked="" type="checkbox"/> Advises individual students | <input checked="" type="checkbox"/> Advises student organizations |
| <input checked="" type="checkbox"/> Budget management | <input checked="" type="checkbox"/> Event/program management |
| <input type="checkbox"/> Individual work space | <input checked="" type="checkbox"/> Shared work space |
| <input checked="" type="checkbox"/> Independent work | <input checked="" type="checkbox"/> Collaborative / group work |
| <input checked="" type="checkbox"/> Conference/workshop funding available | <input checked="" type="checkbox"/> May take internship at same time as GA
*with approval from supervisor |
| <input checked="" type="checkbox"/> Opportunity for committee work | <input checked="" type="checkbox"/> Opportunity for summer employment |

Additional elements:

- Employment dates:
 - August 5, 2024 - December 18, 2024
 - January 14, 2025 - May 21, 2025

- Lockout line on call rotation with 9 other staff members during the school year, most staff will be on duty only one weekend each semester. Lockout line is also active during Thanksgiving break, Winter Break, Spring Break and is a separate paid stipend.
- Office hours are flexible.
- Night/evening and weekend work required during specific times of the academic year.
- Opportunities exist for regional travel representing the Office of Residence Life and university.

Job Responsibilities

Team Membership and Supervision

- Work as a member of a professional staff team to collaborate and support community-based learning; establish and maintain a positive and supportive working relationship with supervisors and staff team
- Supervise, lead, and mentor a team of Resident Assistants, evaluate RA performance, and hold each accountable through the department's Performance Standards as needed to promote individual success and development
- Partner and collaborate with the area's Community Coordinator to mentor and guide RAs in their team and individual development
- Assist in the planning and facilitation of weekly staff meetings and individual supervision meetings with Resident Assistants, execute and promote team development and other initiatives as a part of the Office of Residence Life's (ORL) Education Plan
- Serve as a resource, referral, and communication agent for staff and residents. Distribute paperwork, flyers, brochures, etc. according to instructions. Serve as liaison between staff, residents, and Residence Life
- Compile semester reports for submission to the Associate Director for Residence Life
- Collaborate within the department by serving on committees, act as a liaison for campus partners; possibility to also serve on division/university-wide initiatives
- Organize in-services and building/area initiatives

Community Development

- Execute the strategies outlined in the ORL's education plan within their area communities; collaborate with staff and campus partners to support the department's goals and outcomes
- Keep staff and students informed of necessary information and upcoming events throughout the year
- Create an inclusive environment that fosters an atmosphere that is discernibly beneficial to each student's success
- Coordinate elections of Community Council representatives and officers. Advise the Community Council and coordinate ongoing training. Attend Community Council meetings with executives and members; attend and participate in Community Council sponsored initiatives
- Educate Community Council and area residents about self-determination.

Administrative Responsibilities and Communication

- Assist the Area Director and Community Coordinator in the administration and management of assigned area, including completion of tasks and duties
- Abide by University policies; confront, enforce, and report violations of policies and inappropriate behavior in the assigned area. Assist campus officials or other responsible parties elsewhere on campus when requested to do so
- Record and report information as outlined on departmental and area-specific forms (keys, inventories, service requests, incident and care reporting system, room inventories, weekly reports, surveys, etc.). Complete other paperwork as required and directed by supervisor
- Manage all Community Council funds, issue checks, and reconcile the account monthly.

Training, Meetings, and Duty Responsibilities

- Attend staff meetings, training sessions, in-services, and individual meetings with supervisor, work as member of area staff
- Respond to crises and emergencies as directed in established protocols or as directed by supervisor or other management staff.
- All Residence Life student staff are considered essential personnel and are required to be present to provide assistance during crises and emergencies (hurricanes, building/system failures, fire watches, student death, etc.) as long as the university and/or residence halls remain open and occupied
- Serve as a Campus Security Authority and Responsible Employee as defined by the Clery Act and Title IX
- Assist with the opening and closing of the residence halls at the beginning and end of each semester and other officially scheduled breaks
- Shares on-call weekend duty rotation, 5:00pm Friday through 8:00am Monday and some holidays and breaks
- Assume other duties as assigned

Preferred Qualifications

- Ability to collaborate with others while exhibiting a high level of creative energy and flexibility.
- Demonstrated ability and organizational skills to coordinate and manage concurrent processes.
- Experience working with under-represented, distinctive student populations.
- Experience in fostering the growth and development of passionate and highly-motivated undergraduate student leaders.
- Prior experience with residence life, community development, program centers; student activities is strongly preferred.

Learning Outcomes

- Gain understanding of Campus Living functional areas within Student Affairs and the greater environment of Higher Education.
- Interact with services and programs across the university landscape to support student success.
- Further develop skillsets that promote college student development, personal/professional task management, and program/event/initiative coordination.
- Gain experience in general human resources processes, team development, and staff supervision.
- Develop self-awareness and connection of personal values to profession goals

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