



Job Description: RESIDENTIAL COMMUNITY DIRECTOR

The Office of Residential Life has anticipated professional staff positions of Residential Community Director available this year. These professional staff members are responsible for enhancing the quality of life for upper-class residential students through the development of programs and activities which promote learning and foster a strong sense of community in our upper-class communities and apartment areas. They are key members of the Residential Life team, and as such, also participate in departmental planning, evaluation, and administration. The Residential Community Directors are 12-month, full-time, live-in positions with significant opportunities to be involved in both departmental and university-wide committees and initiatives. Each Residential Community is different at Washington University; included in these areas are off campus apartments, on campus apartments and traditional residential houses.

Specific Responsibilities

1. Recruit, train, supervise, and evaluate 6-10 undergraduate Resident Advisors.
2. Create, implement, supervise, and evaluate the Community Engagement Model to meet the unique needs of upper-class students in apartment style housing.
3. Work with academic administrators and partners to enhance student academic success within the residential areas.
4. Serve as an active liaison between the housekeeping and maintenance personnel assigned to a residential area.
5. Manage residential area budget and accounting procedures.
6. Assist with departmental administration (e.g. annual planning and evaluation, staff selection, training, room selection, assessment).
7. Assist with summer programs and conferences in the residential areas.
8. Maintain a system of intervention and referral for students experiencing academic or personal difficulties.
9. Assist all students, especially new upper-class students, with their orientation and transition into the University.
10. Maintain open lines of communication with different constituencies, including parents, campus partners, and academic partners.
11. Communicate and collaborate regularly with other student service and academic departments regarding Residential Life programs and special university initiatives.
12. Interpret, communicate, and implement university policies and procedures.
13. Administer residential student judicial system and educational sanctions.
14. Chair or co-chair departmental committees such as staff training, selection, and diversity training.
17. Serve on various university, division, and departmental committees as needed.
18. Other duties as assigned.

Possible Additional Responsibilities

1. Work to establish close relationships with community groups, third party apartment management and neighborhood associations.
2. Advise residential student government with a specific emphasis on community development and programming.
3. Work with special residential initiatives through the BLOC program.
4. Work with Faculty to enhance student and faculty interaction in residential communities.

Qualifications

Masters Degree in Higher Education or related field strongly preferred; Bachelors Degree with prior applicable experience required. Successful candidates are strong communicators including written and spoken as well as listening skills. Other qualifications include the ability to build strong relationships with students, faculty, administrators and parents to better collaborate for the good of students. Must take initiative, be ambitious, responsible and able to work effectively both as a member of a team and independently. Candidates must possess a commitment to social justice, as well as an open mind and willingness to learn. A positive attitude, consistent desire to be solution oriented, and commitment and ability to work in an ambiguous work environment are important. Must be student focused individual who wants to work with a diverse and intellectually talented group of students.

Compensation

Competitive salary, furnished apartment, partial board plan, local phone, cable, internet, parking, and an excellent University benefit package.

Application

Please submit to the Washington University Office of Human Resources at: <http://hr.wustl.edu> and to the Office of Residential Life at: resliferecruit@wustl.edu. A letter of application, a resume, and the names, addresses, and phone numbers of three references should be included. Applications will be accepted until position is filled. Starting date is July 1, 2011. For more information, contact Mary Elliott at resliferecruit@wustl.edu. Qualified candidates will be interviewed at The Placement Exchange in Philadelphia, PA.

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