



# WILLIAM & MARY

CHARTERED 1693

## Community Director Graduate Assistantship 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 a 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.

### 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

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Masters Level | <input checked="" type="checkbox"/> Full-time (20 hours/week) |
| <input type="checkbox"/> Doctoral Level           | <input type="checkbox"/> Part-time (10 hours/week)            |

### Compensation / Benefits

- For students enrolled in the Higher Education program:
  - Tuition subsidy (student pays \$2,500/year in tuition)
  - \$10,000 stipend (for mid-August to mid-May contract)
  - \$500 loaded onto student account to for parking pass, meals, or other student expenses
- For non-Higher Education students in School of Education:
  - School of Education tuition (in-state rate) + \$5,500 stipend (for mid-August to mid-May contract)
  - \$500 loaded onto student account to for parking pass, meals, or other student expenses
- For students outside the School of Education
  - \$23,000 Stipend (for mid-August to mid-May contract)
  - Tuition payment not included.
- Additional benefits: One Bedroom Furnished Single Occupancy Apartment

### Position Elements

<input checked="" type="checkbox"/> Mostly 9 a.m. -5 p.m. work	<input 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
<input checked="" type="checkbox"/> Opportunity for committee work	<input checked="" type="checkbox"/> <b>Opportunity for summer employment</b>

Additional elements:

- 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**

*Career Readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace. While education and experiences are important, employers have identified [the following eight competencies as necessary skills for any new college graduate.](#)*

### **Team Membership & Supervision**

#### ***NACE Competencies; (Communication, Equity & Inclusion, Leadership)***

- Work as a paraprofessional staff team member to collaborate and support community-based learning; establish and maintain a positive and supportive working relationship with supervisors and the 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 with the Community Manager and Senior Resident Assistant to mentor and guide RAs in their team and individual development.
- Assist in planning and facilitating 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 an annual report for submission to the Associate Director for Residence Life.
- Collaborate within the department by serving on committees as a liaison for campus partners; possibly also serve on division/university-wide initiatives.
- Organize building/area initiatives.

### **Community Development**

#### ***NACE Competencies; (Critical Thinking, Teamwork, Technology)***

- 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 Area Council representatives and officers. Advise the Area Council and coordinate ongoing training. Attend Area Council meetings with executives and members; attend and participate in Area Council-sponsored initiatives.
- Educate the Area Council and area residents about self-determination.

### **Administrative Responsibilities & Communication**

#### ***NACE Competencies; (Communication, Equity & Inclusion, Leadership)***

- Assist the Area Director Community Manager and Senior Resident Assistant in administrating and managing the assigned area, including completing 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 the supervisor.

### **Training, Meetings & Duty Responsibilities**

#### ***NACE Competencies; (Career & Self-Development, Professionalism, Critical Thinking)***

- Attend staff meetings, training sessions, in-services, and individual meetings with supervisor, and work as a member of area staff.
- Respond to crises and emergencies as directed in established protocols or by the supervisor or other management staff.
- All Residence Life student staff are considered essential personnel and must be present to assist in 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.
- Organize staff social and team-building activities; assume staff leadership role.
- 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, 5pm Friday through 8am Monday, and some holidays and breaks
- Assume other duties as assigned

### **Preferred Qualifications**

- Ability to collaborate while exhibiting a high level of creative energy and flexibility.
- Demonstrate 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, and student activities is strongly preferred.

### **Learning Outcomes**

- Gain an 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 skills 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 professional goals.

**Contact Information**

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