

**Residential Life**

University of Maryland, Baltimore County  
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[www.umbc.edu/](http://www.umbc.edu/)

**Title**            *Assistant Community Director*

**Supervisor**    *Community Director*  
                      *Assistant Director for Residential Education*

**Qualifications:**

Earned Bachelor's degree with acceptance into a post baccalaureate graduate program at any of the USM campuses required. Preference given to applicants admitted to programs related to Counseling and Student Personnel Services, Higher Education Administration, or other Social Sciences. Strong preference is given to graduate students at UMBC. At least one year's prior experience in residence hall related employment preferred.

**General Responsibilities:**

The Assistant Community Director is responsible for assisting the Community Director in the overall administration, programming, and community development of a residence hall; this is a 20-hour a week, live-in position.

**Specific Responsibilities:**

Service Desk Operations

Coordinate the overall service desk operations within the community by:

- Assuming direct responsibility for the training, supervision, and evaluation of a Desk Manager, and indirectly Desk Staff, for one or two service desks within the community
- Ensuring adherence to appropriate key management, package/mail distribution, and other desk procedures
- Supporting bi-weekly staff meetings of all desk staff (the first month of each semester may require more frequent meetings)

Residential Education

Assist the Community Director by:

- Assisting in the establishment of community and system-wide goals and objectives for the Department's comprehensive developmental education program
- Assisting in the development, coordination, and implementation of community programming efforts
- Coordinate building academic outreach and retention efforts
- Attending and co-facilitating weekly paraprofessional staff meetings
- Providing feedback to the Community Director about paraprofessional staff and resident students concern
- Providing helping and referral services for residents
- Adjudicate Residential Life policy violations
- Advise Community Council
- Coordinating training sessions for Desk Managers, Desk Staff, and Resident Assistants

### Residential Operations and Environment

Assist the Community Director by:

- Assisting in opening and closing the community each semester
- Ensuring the accuracy of the building floor plan and related housing records
- Reporting and monitoring completion of work orders referred to the Environment area

The Assistant Community Director will, as appropriate, be given other responsibilities as assigned, and will serve on Departmental and Divisional Committees.

### **Residential Life Expectations:**

- Participate in weekly one-on-one meetings with Community Director and formal evaluation processes once per semester.
- Assist in departmental decision-making and the development of departmental policy.
- Maintain a minimum of 15 office hours per week over at least 4 days.
- Participate in programs designed to acquaint various organizations and advisory staff with the services and programs provided by Residential Life.
- Serves in emergency facilities “on-call” rotation
- Perform all related duties as assigned.

### **Salary:**

Remission is tuition for 9 credits per semester (does not include mandatory graduate student fees), room and 10 meals a week (while the University is in session). Partial University of Maryland System benefits and salary for the appointment period, typically mid July through late May.

### **Apply to:**

To apply please send cover letter, resume, and the names and contact information of three references to David Clurman at [clurman@umbc.edu](mailto:clurman@umbc.edu) with *ACD Application* as the subject line. Applications are due February 8, 2017.

For more information, call 410-455-3932

UMBC is an Equal Opportunity, Affirmative Action Employer. Women, persons of color, and persons with disabilities are encouraged to apply.