

**ASSISTANT COMMUNITY DIRECTOR  
Position Description 2008-2009**

**Residential Life Vision**

“To be the premier housing and academic support services program in the nation.”

**Residential Life Key Results**

100% Occupancy  
93% Retention  
5.25 Overall Student Satisfaction

**Core Values**

Student Centered Service  
Excellence & Quality  
Student Success  
Collaboration  
Innovation  
Strong Stewardship  
Commitment to Staff Development  
Welcoming & Inclusive Communities

**Residential Education Mission**

We facilitate the holistic development of residential students and engage them in the ASU experience by cultivating inclusive communities, promoting involvement and leadership opportunities, and intentionally connecting students to campus resources, thereby contributing to their retention and persistence to graduation.

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Assistant Community Directors are 50%, 75%, 100% time, live-in staff that assist with facilitating an environment conducive to academic success and sensitive to student development and diversity through assisting with the management of a residential community. As such, Assistant Community Directors are community developers who support and implement the mission and objectives of Residential Life, and serve in the position for the full academic year.

**Student and Staff Leadership**

- Assist Community Director in the supervision of student staff
- Assist in the facilitation of weekly student staff meetings
- Provide on going feedback in an effort to professionally develop student staff
- Assist in the completion of performance evaluations and consistent documentation of student staff performance as a means of holding staff accountable to job responsibilities
- Conduct scheduled one-on-one meetings with CAs as assigned
- Consult with Community Director on all student personnel performance issues
- Establish working relationships with First Year Residential Experience/Residential College paraprofessionals and supervisors
- Provide advising, resources, and referrals to staff and residents
- Assist with the supervision of desk operations and/or hall council advising

**Community Development**

- Create, plan, and implement department programming model in collaboration with Community Director
- Assist with assessing the needs of all assigned area residents and develop programming goals to meet identified needs in assigned area

- Support and direct hall programming activities
- Maintain accurate programming records and ensure CAs meet expectations/requirements
- Support department and university programmatic initiatives
- Promote student use of services provided by Learning Resource Center

### **Behavior Education**

- Communicate and interpret departmental policy to staff and students
- When necessary, assist student staff with student policy violations
- Conduct behavioral meetings with students that violate policies, apply appropriate sanctions, and conduct timely sanction follow-up as assigned
- Keep updated student behavior records through the Judicial Affairs Management Systems (JAMS) and in hall behavior education files
- Communicate with Community Director, Assistant Director or Director, Program Coordinator Seniors and Office of Student Rights and Responsibilities staff regularly regarding student behavior
- Act as a resource for residents

### **Duty Coverage/Crisis Management**

- Participate in on-duty and/or on-call responsibilities on a rotating basis
- Respond to crisis or emergency situations as outlined in the Residential Life Emergency Response Manual
- Provide crisis response, intervention, and follow up as appropriate
- Communicate with a wide range of appropriate university resources to address crisis and follow up
- Keep thorough documentation of crisis/emergency situations
- Submit timely, detailed duty reports at the end of each shift

### **Administrative**

- Attend student and staff activities, making efforts to get to know area residents and maintain a high level of visibility
- Assist with hall openings and closings
- Communicate, report, and update the Community Director on a regular basis of situations requiring special attention
- Maintain regular office hours
- Provide customer service to residents, parents, and community partners
- Respond to student issues and concerns
- Participate in committee assignments or special work groups as appointed
- Develop and maintain working relationships with custodial and maintenance staff
- Provide input on facilities concerns for assigned area
- Tour assigned area regularly to identify problems and initiate procedures/report repairs

### **Perform other duties as assigned**