Assistant Community Director Position Description

POSITION OVERVIEW:
An Assistant Community Director (ACD) is an academic-year student employee with Housing and Residence Life (HRL) who helps create and support a community of students within the residence halls at George Mason University. Assistant Community Directors dedicate their time and energy to the residential community by ensuring that students have a healthy, safe, and supportive environment in which to learn and develop. ACDs are expected to assist with residence hall management, provide student staff support, and collaborate with their direct supervisor and Assistant Director of Residential Communities through administrative work, residential education initiatives, staff training and development, etc. All Assistant Community Directors are supervised by a Community Director or Graduate Community Director.

POSITION RESPONSIBILITIES & EXPECTATIONS:
All essential duties and responsibilities of the Assistant Community Director position reflect one or more of University Life’s GROWTH Student Talent Development goals: Communication, Self-Awareness, Work Ethic, Problem-Solving, and Working with Others.

Communication
➢ Collaborate with direct supervisor on the development of staff meeting agendas and digital communications; co-lead weekly small staff meetings as appropriate
➢ Establish a positive rapport and relationship with residential students and Housing & Residence Life Staff, including housekeeping and maintenance, in the assigned community
➢ Provide support related to desk operations and residence hall walkthroughs to Community Assistants (CA) during assigned on-duty evenings and weekends

Self-Awareness
➢ Engage with student staff in a developmental manner while addressing residential education efforts, administrative work, execution of duties, and interactions with the residential community
➢ Maintain weekly office hours in assigned community to provide residents and guests with easy and immediate access to information, resources, or other support services
➢ Attend events and initiatives in assigned residential community to support staff and interact with residents
➢ Follow up with students with low-level personal, roommate or academic concerns; provide timely documentation to supervisor and appropriate parties as necessary

Work Ethic
➢ Confront and document incidents and violations of residence hall policies as needed; address staff performance issues as appropriate and communicate with the direct supervisor as necessary
➢ Attend weekly HRL student staff meetings on Wednesdays at 7:30pm-9:30pm
➢ Participate in all aspects of fall and spring semester training and opening preparation, as well as ongoing professional development throughout the academic year
➢ Maintain necessary records, assessments, and information collection from student staff, residents, and professional staff in the assigned residential community

Problem-Solving
➢ Provide support and guidance to other student staff with work-related questions and concerns including but not limited to maintenance issues, potential housing policy violations, and student well-being and safety matters
➢ Assist Community Assistants and Resident Assistants in the mediation of resident conflicts; directly engage with residents involved in escalated conflict situations
➢ Implement residential education initiatives for the assigned community as appropriate; proactively support Resident Assistants with the execution of the curriculum in their respective areas
➢ Engage with residents and HRL staff in the assigned area to gather ongoing feedback to ensure community needs are being addressed through programming and other initiatives

Working with Others
➢ Support new student staff members in their transition into their respective role during and after August onboarding; assist supervisor with the onboarding and training of RAs/CAs beginning employment mid-semester
➢ Assume primary responsibility for managing weekly purchasing requests for programming and community development initiatives in assigned area; collaborate with the direct supervisor and Administrative Specialist to procure all approved requests in a timely manner
➢ While serving on duty for the assigned residential area, provide support to student staff through in-person response to escalated situations; consult with the Community Director/Graduate Community Director on duty as necessary and appropriate
➢ Assist with large scale initiatives, processes, and programs sponsored by Housing and Residence Life including residence hall opening and closing procedures, and student staff recruitment and selection

POSITION REQUIREMENTS:
To hold an Assistant Community Director position, a student must fulfill the following criteria:
➢ ACDs must be enrolled as a full-time undergraduate student. Therefore, an undergraduate RA should be enrolled in a minimum of 12 credit hours and no more than 18 credit hours per semester. RAs seeking more credits than the maximum must seek prior approval from their immediate supervisor. Students in an accelerated master’s program are permitted to hold this position so long as they are eligible to live in undergraduate housing as defined by HRL policies.
➢ At a minimum, ACDs are required to maintain a 2.75 cumulative GPA and a 2.75 semester GPA throughout employment
➢ ACDs must have completed at least two semesters of postsecondary academic work, not including summer sessions or high school dual enrollment courses.
➢ ACDs must have worked with Housing & Residence Life in a live-in student staff position (CA, LLC RA, or RA) for at least two full semesters by the time they begin their role in August 2020.
➢ All ACDs must successfully complete a background check before beginning their position
➢ All Housing and Residence Life student staff are required to uphold all polices and pieces of the Residential Handbook, the Code of Student Conduct, and the Honor Code.

To hold an Assistant Community Director position, a student must fulfill the following co-curricular criteria:
➢ Ability to commit to the position for a full academic year
➢ ACDs must remain in good standing with the University and with Housing and Residence Life
➢ ACDs must be eligible to live on the respective campus for which they are hired
➢ Failure to meet any of these requirements may result in termination or rescinding of employment

COMPENSATION
All Assistant Community Directors will be provided a single bedroom within their assigned residence hall community. ACDs will also receive a prorated meal plan ($1,000 provided toward Liberty 14 Meal Plan, per semester; student will be responsible for covering the difference). Please note that this is the minimum meal-plan required for all live-in student staff, and more comprehensive meal plan packages can be purchased. Though the Liberty 7 Meal Plan is the same price, all student staff members must participate in the Liberty 14 Meal Plan at the minimum. ACDs will also receive a monetary stipend of $2,300 for the academic year, distributed twice per month.

PERIOD OF APPOINTMENT:
The Assistant Community Director position is a single academic-year appointment, beginning in August 2020 and concluding in May 2021. Students looking to continue working with Housing and Residence Life during summer 2021 sessions, their academic year period of employment ends when the summer staff positions begin. The application process for Summer 2021 student staff positions will occur in Spring 2020.