



**Community Director (full-time, 35 hours/week)
Residence Life**

Position Summary: The Office of Residence Life (RL) cultivates values-oriented communities that are grounded in the faith based mission of The Catholic University of America; connects students with campus resources to offer continued support and promote student success; offers opportunities for student learning outside of the classroom in support of the university's academic mission; establishes and upholds community living standards; recognizes and respects cultural and human differences; and prepares students for civic engagement and responsibility by providing student leadership opportunities and promoting involvement in residence hall communities. Opportunities within in residential communities will contribute to healthy student development; encourage student citizenship and civility; create connections to the University community; and promote individual responsibility for actions and interpersonal accountability for the common good.

Reporting to the Associate Dean of Students and Director of Residence Life, the Community Director is a full-time, live-in professional staff member who plays an integral role in the structure and leadership of Residence Life and has a significant impact on the development, growth, and formation of students at Catholic University. The primary role is to foster the holistic development of students through active engagement and mentoring of students in the residential educational experience.

Essential Responsibilities Include: Student support, development and formation to include: actively engaging in residential neighborhoods to foster vibrant, student-centered, supportive community that contributes positively to the campus experience and serving as advisor and mentor for residential students; staff selection, training and supervision to include: participating in on-going training initiatives, developing strong training programs to support student staff throughout the academic year, serving as primary supervisor for a 6-12 person residential staff, and encouraging growth and development in all aspects of their position; operational and management responsibilities to include: maintaining a presence in the Residence Hall Office during normal business hours, supervising the maintenance of student and informational records, and opening and closing of residence halls at the beginning and end of each semester; and departmental leadership to include: acquiring and maintaining a strong working knowledge of related University departments, systems, and processes, serving on departmental committees and task forces, coordinating departmental response to emergency, crisis, and unusual situations, and maintaining high visibility and accessibility and initiating regular communications with the University community.

Minimum Qualifications: Master's Degree required (degree program in Higher Education/Student Affairs, Counseling, or related program of study is strongly preferred). This is an entry-level position. Previous graduate or professional experience in managing residence halls and/or other relevant experience is strongly preferred. Preferred demonstrated expertise and experience in at least two (2) of the following specialized areas plus general knowledge of all other areas: Counseling, Advising, Educational Programming, Student Development Theory, and Public Relations. Working knowledge of Microsoft Office.

Working Conditions: This role requires evening, on-call and weekend responsibilities, and is required to live on campus in an apartment provided by the University.

How to apply: **forward application, resume, and cover letter with salary requirements as an attachment to:** CUARecruitment@cua.edu. Please note: Cover letters should address how you meet the minimum qualifications. Cover letters should also incorporate your thoughts on the following two questions: (1) within the scope of the role and responsibilities of the Community Director, how would you specifically support the mission of The Catholic University of America? (2) In this role, what would you do to exemplify your support of the University's, the division's and the department's mission?

Reference position job title in subject line of email. Please do not include photos on resumes and save documents with first/last names. All applicants must be supportive of the mission and vision of *The Catholic University of America*.

Position is open until filled.

THE CATHOLIC UNIVERSITY OF AMERICA

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