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 CUA 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 (CD) 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 CUA. The CD’s primary role is to foster the holistic development of students through active engagement and mentoring of students in the residential educational experience.

Other responsibilities of the Community Director are:

- **Student Support, Development, and Formation:** Actively engage in residential neighborhoods to foster a vibrant, student-centered, supportive community that contributes positively to the CUA campus experience. Serve as advisor and mentor for residential students.
- **Staff Selection, Training, and Supervision:** Participate in ongoing staff training initiatives; develop strong training programs to support student staff throughout the academic year; serve as primary supervisor for a 7-12 person residential staff, encouraging growth and development in all aspects of their position.
- **Operational and Management Responsibilities**
- **Departmental Leadership**

Given required evening, weekend, and on-call responsibilities, the Community Director is required to live on campus in an apartment provided by CUA. In addition, a limited meal plan is provided during the academic year; as a condition of employment, each Community Director is required to participate in the CUA meal plan in such a way as to facilitate involvement in the university community, encourage and develop relationships with students, and create frequent opportunities to use his/her meal plan with residents and student staff members.

Compensation for this position includes a base salary, university meal plan (during the academic year), and on-campus housing in a 1-2 bedroom private apartment.

This position represents the department in a variety of public relations forums and university events.

**Essential Responsibilities Include:** Student Support, Development, and Formation: Actively engage in residential neighborhoods to foster a vibrant, student-centered, supportive community that contributes positively to the CUA campus experience. Serve as advisor and mentor for residential students.

- Actively engage in the residence hall communities by attending hall programs, regularly touring the residence halls, participating in community meetings, and engaging in formal and informal interactions with residents during and after normal business hours.
- Assist in the coordination and development of intentional programmatic initiatives and services that positively impact the recruitment, retention and enrichment of students.
- Provide individualized support to students in relation to academic, behavioral, personal and/or social issues and concerns; assistance in adjusting to university life; and in the event of a personal, medical or family emergency.
- Serve as a student conduct conference officer and assist in gathering information about disciplinary incidents as necessary.
- Assist in the resolution of student behavior concerns, utilizing crisis intervention skills and resources.
Utilizing best practices to inform decisions, provide leadership to unique communities including, but not limited to, single-sex housing, living and learning communities, apartment or suite-style communities and first-year student communities.

**Staff Selection, Training, and Supervision:** Participate in on-going staff training initiatives; develop strong training programs to support student staff throughout the academic year; serve as primary supervisor for a 6-12 person residential staff, encouraging growth and development in all aspects of their position.

a. Train, supervise, and evaluate Resident Assistants and other paraprofessional staff members.

b. Assist in the planning and implementation of selection and training activities for Resident Assistants and other paraprofessional staff.

c. Remain actively involved with Resident Assistants on an individual and group basis in order to provide appropriate support, feedback, and staff development opportunities, disseminate pertinent information, plan area activities and problem solve.

d. Develop goals and objectives for the residential area through collaboration with Resident Assistants.

Create a plan for community events, strategies, and initiatives that supports Residence Life’s Residential Experience.

**Operational and Management Responsibilities:**

a. Maintain a presence in the Residence Hall Office (RHO) during normal business hours (9 a.m. to 5 p.m.) Monday through Friday, and as needed on evenings and weekends.

b. Supervise the maintenance of student and informational records essential to assignments, keys and access cards, and other hall operations.

c. Open and close residence halls at the beginning and end of each semester in accordance with departmental expectations.

Communicate verbally and in writing with students, parents, and members of the University community.

**Departmental Leadership:**

a. Acquire and maintain a strong working knowledge of related university departments, systems and processes.

b. Develop and maintain strong working relationships with professional colleagues on and off campus.

c. Serve on departmental committees and task forces, such as case management and the critical incident response team, and be active in interdisciplinary initiatives.

d. Coordinate departmental response to emergency, crisis, and unusual situations involving students and/or the campus community.

e. Maintain high visibility and accessibility and initiate regular communications with the University community, including executive management, students, faculty and staff.

Create goodwill for the University in service to families of students, visitors, patrons, government officials, community leaders and the general public.

**Minimum Qualifications:** Master’s Degree in Higher Education/Student Affairs, Counseling, or related program. Working knowledge of Microsoft Office; knowledge and skills with automated computer systems, new technologies, records management, database systems to support service and operational needs; skill with use of university systems within three months of appointment.

**Preferred Qualifications:** Preferred demonstrated expertise and experience in at least two of the following specialized areas plus general knowledge of all other areas: Counseling, Advising, Educational Programming, Student Development Theory, and Public Relations are preferred.

**How to apply:** forward application, resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference the position title “Community Director” in subject line of email. This position is open until filled.

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