Thank you for your interest in the Community Director position with University Housing at Arizona State University. This document will provide you with an overview of the position. The ASU model for residential life is organized in residential college communities. The Residential College model is a unique environment that offers students access to academic support services, co-curricular programming, and traditional residential community building experiences. Residential Colleges are partnerships between live-in Residential Life Staff and Academic Partners.

Candidates applying for the Community Director position will be considered for vacancies that occur at any of our locations. The Community Director is a critical position in the department and serves as a primary point of contact for a residential college, campus, or upper-class community.

Tempe location housing information
The largest of the four locations, Residential Colleges at Tempe are configured in thirteen residential facilities located throughout the campus. All Residential Colleges are situated in proximity to an All-You-Care-to-Eat dining facility and have amenities that support academic success, student engagement and recreation, such as sports and recreation facilities, volleyball courts, barbecue grills, computer labs, group study rooms, community spaces and landscaped courtyards.

Downtown Phoenix location housing information
At the Downtown Phoenix campus, residents have the opportunity to experience urban life at Taylor Place, in the heart of downtown Phoenix. Taylor Place houses freshmen and upper division students in two towers and features student lounges and meeting space, laundry facilities, on-site dining and vending, a private roof terrace, a 4,000-square foot neighborhood shade garden and the Devils Den, a gaming and recreational space for residents.

Polytechnic location housing information
At the Polytechnic location, freshmen reside in Century Hall, Eagle Hall and Talon Hall based on their area of study. Residential Colleges at the Polytechnic location include Ira A. Fulton Schools of Engineering, Mary Lou Fulton Teachers College, W. P. Carey School of Business, College of Letters and Sciences and Barrett, the Honors College. Housing for continuing residents is located in the North Residence halls and in shared houses in the North, West and South Desert Villages.

West location housing information
Diverse and vibrant, the ASU West location brings together students from business, education, and interdisciplinary arts and sciences, in a supportive, close-knit environment. Freshmen will reside in Casa de Oro. The three-story residence hall includes a social lounge, gaming lounge, study rooms, a community kitchen, laundry facilities, a business center and an interior landscaped courtyard. Housing for continuing residents is located in the Las Casas Apartments. The three story complex With a spacious community center, swimming pool, volleyball court, and computer lab.

1. Community Director
Position Responsibilities
The Community Director is a critical position within the department and provides the first-level primary leadership and management to a residential college, campus, or upper-class community through specific duties and responsibilities that can be classified into the following broader categories:

- Supervision/Leadership/Role-Modeling
- Community Development
- Student Conduct Administration
- Crisis Management/On-Call Coverage
- Facilities Management
- Academic Enhancement
- Administration and Operations

Qualities of a successful candidate
Candidates who are selected for the Community Director position typically have had a graduate experience in residential life managing a single smaller residential community or a complex of smaller residential communities. Among those skills that successful candidates possess include: knowledge of university judicial practices and procedures, exemplary supervision and role-modeling skills, and the ability to manage facilities and financial resources. Community Directors also must possess exemplary skill in developing relationships and networking with professionals in both student affairs and academic affairs units. Successful Community Directors typically have some experience working in a themed living-learning community, and have thought critically reflected on how the residential experience impacts student retention.

Additional skills that are particularly beneficial to working as a Community Director at Arizona State University include:
- Experience in fostering a sense of spirit, pride and tradition within students, particularly as it relates to the support of athletic events
- Experience working with faculty or developing programs that support an academic mission
- Ability to facilitate a developmental conversation with a student that assists in developing a sense of personal responsibility necessary to successfully transition to higher education
- Knowledge of 21st century trends in higher education and university student housing. ASU is an institution that prides itself in being on the progressive cutting edge of the development of higher education in America
- Ability to work effectively with diverse populations in providing advice and guidance
- Skill in providing quality customer service to a diverse customer base particularly parents

The Community Director Experience
The Community Director position is appropriate for a master’s level staff member seeking a greater administrative and leadership challenge through a career in residential life. Community Directors do not simply manage residential communities; they are responsible for activating a residential college or upper-division model for that community. The position is ideal for candidates who have recently completed a master’s program and come from both large and small school backgrounds. A successful Community Director candidate typically possesses a passion and drive for connecting with and ensuring a positive experience for every student in their respective communities. During a typical work week, Community Directors will have flexible hours with some necessarily occurring during regular business hours for the purpose of attending staff meetings and managing day-to-day functions of a residential community.

A critical emphasis of this position is on being a highly visible and strong presence in your residential college, campus, or upper-division community. University Housing values our staff members spending the bulk of their work week with students, actively building relationships and assisting them in their transition to higher education.
What will be your Sun Devil Story?
In the Community Director position you will have a lot of options before you as you move through your career. The decision on where to work is a very personal one. There are plenty of reasons why ASU is a good choice for the next phase in your career, but among those that stand-out our team has selected the following points to share:

- Working in a residential college model, will give you the chance to sit at the table as a partner with dean-level staff members as you work together to build a dynamic community
- The scale of opportunities you will have a chance to experience at ASU will more than prepare you for future positions or next steps. Your job will grow at your own pace and could include more opportunities to collaborate and experience roles in different departments
- The scale of ownership and leadership over your community here will challenge you to think in new ways. Your community is truly something you wield tremendous influence over. What will you do with it?
- As our athletics program explodes on an annual basis, having the opportunity to engage our students around experiences that are consistently exciting is exhilarating, even if you’re not natively a sports fan
- ASU doesn’t simply facilitate a residential experience, we seek to transform our students into the Thought-Leaders of tomorrow. What does that mean for the role you will have a chance to play?
- Most importantly, our team is a welcoming and supportive community. We want you to join our team, because we will all believe-in and value you as an individual

Supervision/Leadership/Role-Modeling
- Supervision of Student Staff (Community Assistants/Mentors)
- Assist with campus-wide student staff recruitment and selection
- Assist with the design and implementation of a residential college or upper-class student training
- Plan, organize, and implement student and/or professional staff development opportunities
- Provide performance evaluations and ongoing feedback for student staff
- Conduct weekly staff meetings and regular on-on-one meetings with student staff
- Some oversight and/or supervision of desk operations
- Oversight of or advise Community Council and functions associated with residential student government
- Be knowledgeable of and understand current student engagement initiatives of Educational Outreach and Student Services and coordinate staff efforts to support with visibility and student participation

Community Development
- Support department and university programming initiatives through sharing of information with staff and students, attendance, distribution of marketing materials
- Provide on-going support to residents and student staff on academic, personal, social, and behavioral issues
- Demonstrate leadership in supporting Educational Outreach & Student Services initiatives through implementing programs within the CD’s residential college or upper-division community
- Encourage students to identify with their own academic college
- Attend student activities, making efforts to get to know area residents and maintain a high level of visibility
- Assist in fostering a sense of spirit, pride, and tradition within students and student staff members with particular emphasis on supporting Sun Devil Athletics events
- Assess community needs and develop programming experiences to meet identified needs
- Develop/Adjust programming model and philosophy appropriate to hall needs in conjunction with academic partners
- Track program attendance through programming reports
- Establish a digital presence to communicate with and promote your community

3. Community Director
**Student Conduct Administration**
- Partner with the Office of Student Rights and Responsibilities in the management of the judicial process for assigned residential community
- Communicate and interpret department and university policy to staff and students
- Keep updated student behavior records through the Advocate judicial system
- Conduct judicial meetings with students, administer appropriate sanctions, and conduct timely follow-up with sanctions
- Communicate with partnering staff in Office of Student Rights and Responsibilities staff regularly regarding student behavior
- Make referrals/FYIs/complaints to the Office of Student Rights and Responsibilities, ASU Counseling, ASU Police, and other university partners

**Crisis Management/On-Call Coverage**
- Participate in on-call duty rotation/crisis management and emergency coverage
- Respond to and document duty calls and situations
- Provide immediate crisis intervention and follow up as need be
- Make referrals to appropriate campus resources either during or after the incident
- Monitor and respond to daily duty reports
- Serve as a primary respondent in an on-call duty rotation, supporting student staff calls and managing crisis
- Providing appropriate follow-up and monitoring of students who may have been or are in crisis

**Facilities Management**
- Develop and maintain working relationship with Facilities and Services staff
- Provide input on facilities concerns for community by conducting regular tours of community and submitting necessary work requests to have repairs completed or areas cleaned
- Initiate procedures for billing of damages, repairs and general improvements
- Follow-up on outstanding facilities concerns with staff, students, and/or parents
- Work with third party service providers and contractors to address major facility issues

**Academic Enhancement**
- Establish working relationships with Residential College paraprofessionals and supervisors
- Assist student leaders in communicating about resident student persistence issues and collaborating in residential college community development efforts
- Collaborate with academic partners to foster a culture of intellectual engagement into the residential college living environment
- Implement area wide student success efforts
- Engage college faculty members in residential programming
- In partnership with academic partners, implement strategic initiatives aimed at connecting students to the colleges at relevant times of the year
- Utilize innovative ASU proprietary software systems to identify potential at-risk students and design intentional outreach programs to connect with those students

**Administration & Operations**
- Coordinate hall openings and closings
- Work with staff and student leaders to complete necessary budget paperwork
- Oversee hall/room/community transfer process
- Oversee community space reservations and that standards of use are maintained
- Coordinate residence hall opening and closing for community of responsibility
- Perform operation functions such as running of resident rosters, performing audits for no-show or not enrolled students, and sending notification to students regarding housing eligibility status

4. Community Director