

Residential Life

University of Maryland, Baltimore County
1000 Hilltop Circle
Baltimore, MD 21250

PHONE: 410-455-2591

FAX: 410-455-1058

VOICE/TTY: 410-455-3233

WEB: www.umbc.edu/reslife

Title *Assistant Community Director*

Supervisor *Community Director*
Assistant Director for Residential Education

Qualifications:

Earned Bachelor's degree with acceptance into a post baccalaureate graduate program at any of the USM campuses required. Preference given to applicants admitted to programs related to Counseling and Student Personnel Services, Higher Education Administration, or other Social Sciences. At least one year's prior experience in residence hall related employment is preferred.

General Responsibilities:

The Assistant Community Director is responsible for assisting the Community Director in the overall administration, programming, and community development of a residence hall; this is a 20-hour a week, live-in position.

Specific Responsibilities:

Residential Education

Assist the Community Director by:

- Assisting in the establishment of community and system-wide goals and objectives for the Department's comprehensive developmental education program.
- Assisting in the development, coordination, and implementation of community programming efforts.
- Coordinate building academic outreach and retention efforts
- Attending and co-facilitating weekly paraprofessional staff meetings.
- Providing feedback to the Community Director about paraprofessional staff and resident students concerns.
- Providing helping and referral services for residents.
- Adjudicate Residential Life policy violations
- Advise Community Action Boards

Residential Operations and Environment

Assist the Community Director by:

- Assisting in opening and closing the community each semester.
- Assisting in the preparations for and the conduction of re-contracting.
- Ensuring the accuracy of the building floor plan and related housing records.
- Reporting and monitoring completion of work orders referred to the Environment area.

The Assistant Community Director will, as appropriate, be given other responsibilities as assigned, and will serve on Departmental and Divisional Committee.

Residential Life Expectations:

- Participate in regular one-on-one's with Community Director and formal evaluation processes once per semester.
- Assist in departmental decision-making and the development of departmental policy.
- Maintain a minimum of 15 office hours per week.
- Participate in programs designed to acquaint various organizations and advisory staff with the services and programs provided by Residential Life.
- Identify and utilize appropriate liaisons in accomplishment of objectives.
- Report for opening and closing of building as requested.
- Perform all related duties as requested.

Salary:

Remission is tuition for 9 credits per semester (does not include mandatory graduate student fees), room and 10 meals a week (while the University is in session). Partial University of Maryland System benefits and salary of just over \$11,000 for the appointment period, typically late July through late May. Compensation for this position will be pro-rated based off of the start date, which is anticipated to be mid-November.

Apply to:

Via e-mail to cpaige@umbc.edu

or

Residential Education Graduate Assistant Search
c/o Cindy Paige Desi
UMBC
Residential Life Office
Erickson Hall
Baltimore, MD 21250

Include cover letter, resume, and the names and contact information of three references. Applications are due by October 28, 2011 but will continue to be accepted until the position is approved.

For more information, call 410-455-3932

UMBC is an Equal Opportunity, Affirmative Action Employer. Women, persons of color, and persons with disabilities are encouraged to apply.