Assistant Director of Community Development

POSITION DESCRIPTION

Introduction

This position has been deemed essential as addressed in the University of Wyoming’s Employee Handbook. Employees in essential positions may be required to work during emergency closures and winter closure based on the nature of their job duties and the reasons for the closure.

The University of Wyoming invites diverse applicants to consider our employment opportunities. We are also especially interested in candidates who have experience working with diverse populations and/or diverse initiatives.

Position Summary

The Assistant Director for Community Development is responsible for working with Residence Life and Dining Services (RLDS) to foster a safe, comfortable, and inclusive living environment for staff and students.

The AD will supervise Residence Coordinators, advise residential student organizations, and provide leadership and direction for programs, services, and initiatives. The AD position is a mid-level manager position within Residence Life, and provides an excellent opportunity for the successful candidate to grow their leadership and have a direct impact on shaping the direction of a Residence Life Program.

Supervision Received

The Assistant Director for Community Development is supervised by the Associate Director of Residence Life & Dining Services

Supervision Exercised

The Assistant Director for Community Development provides direct supervision to 3 Residence Coordinators.
Essential Duties

**Supervision & Leadership**
- Provide supervision for 3 Residence Coordinators in traditional style residential communities and apartment complexes
- Indirectly supervise graduate students and paraprofessional staff
- Lead and manage an area consisting of 1000-1200 students in residence halls and apartment complexes
- Develop, mentor, and coach staff of all levels (full time, graduate, paraprofessional)
- Evaluate staff performance
- Serve as a member of the Residence Education Team to provide overall leadership for residential programs and services
- Work closely with campus partners such as the Dean of Students Office, University Police Department, and the University Counseling Center to assist students who are struggling and create safety plans
- Maintain high visibility throughout the division of Student Affairs through collaborations and participation
- Collaborate with the Residence Education team to provide direction for the STEP Tutoring Satellite Center, Freshmen Interest Group (FIG) program, and Living Learning Communities
- Provide leadership and supervision for the residential Summer Conferences program

**Community Development**
- Review, research, and evaluate all aspects of community development to ensure optimum delivery to students and residential communities
- Provide leadership to the Residence Education staff in developing caring, inclusive, and healthy residential communities
- Provide leadership to the Residence Education team in possible implementation of a residential curriculum model of community development
- Utilize UW’s Strategic Plan to guide community building programs and services
- Create opportunities for staff to connect residents to the University, Laramie community, and beyond
- Provide leadership in creating socially just communities that encompass student development and respect difference
- Collaborate with campus colleagues to provide resources for social justice and multiculturalism
- Provide opportunities for staff and student input for community development
- Collaborate with Facilities to create educationally engaging environments
- Track programming, academic early alerts, and other Community Development efforts through eRezlife software
Essential Duties (cont’d)

Administrative
• Provide overall management of the eRezlife software system
• Coordinate special projects as assigned by RLDS (such as Safe Treat, Awards and Recognition Banquet, Housing Renewal Party, etc.)
• Assist in the development of programs, policies and procedures, and create opportunities for students to share in the process
• Advising & Leadership Development
• Advise the Residential Housing Association (RHA)
• Provide support and guidance to Community Senates

Recruitment & Selection
• Assist the AD for Selection and Training with all recruitment and hiring processes including: desk assistants, conference assistants, resident assistants, graduate assistants, and residence coordinators

Training & Professional Development
• Provide support and collaborate with the AD for Selection and Training for paraprofessional and professional staff trainings and ongoing professional development
• Collaborate and develop relationships with campus partners for training sessions and initiatives
• Participate in department and University trainings and development opportunities
• Commit to learning and development in all areas of housing and residence life

Crisis Response, Conduct, and Conflict Resolution
• Provide leadership in times of crisis
• Serve on call and respond to emergency situations
• Serve as a University Hearing Officer
• Use Maxient to track incident reports, assign cases to hearing officers, and track analytics
• Mediate disputes and aid in solutions with staff and students
Assistant Director of Community Development

**POSITION DESCRIPTION**

Minimum Qualifications

- Master’s Degree in College Student Personnel, Higher Education Administration, or related field
- 3 years of full time experience in Residence Life
- Experience supervising paraprofessional, graduate, or professional staff
- Experience with crisis management and serving in an on-call capacity
- Demonstrated commitment to diversity, social justice, and inclusion
- Knowledge of student development principles, practices, and procedures
- Experience adjudicating student conduct cases

Desired Qualifications

- Experience with Maxient, eRezlife, and StarRez software applications
- Experience advising RHA or NRHH
- Supervisory experience at various levels (paraprofessional, graduate, professional)