

Community Director
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=246495>

Downloaded On: Oct. 19, 2024 1:20pm

Posted Oct. 7, 2024, set to expire Feb. 1, 2025

Job Title	Community Director
Department	Residential Education
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Oct. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Communications/Public Relations
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Job Description

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JOB TITLE

Community Director

LOCATION

Worcester

DEPARTMENT NAME

Residential Education

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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The Community Director is a live-in professional responsible for assisting in the management of the Residential Services program. They assist with the selection and training of the in-residence paraprofessional staff, primary supervisors and evaluators of these staff members. This position coordinates student and staff development and administrative functions in their respective complexes including crisis intervention, conduct matters, and programming. The Community Director also assists with housing operations and other departmental processes.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. We are looking for candidates who can support our commitment to equity, diversity and inclusion.

JOB DESCRIPTION

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Supervise 10-15 Resident Advisors in multiple residence halls for both first year and upper-class residents. Serve as the primary resource and support for the students and staff residing in assigned residence halls. Conduct performance evaluations of paraprofessional staff. Conduct weekly staff meetings with Resident Advisors to share information and discuss student and residence hall issues.
- Supervise and evaluate the programming efforts of residence hall staff, incorporating all aspects of the programming model to address the needs of students and departmental goals. Assist with an additional assigned Residential Education area focused on RA Training, RA Selection, Programming, Diversity, Equity, and Inclusion, and more on behalf of Residential Services.
- Administer the residence hall conduct system in assigned buildings. Meet with students and staff to follow up on disciplinary incidents and with students of concern. Serve as administrative hearing officer for residence hall conduct cases and housing contract violations. Maintain the computerized database for residential conduct caseload and coordinate record keeping with the Dean of Students Office.
- Assist in housing related operations areas including opening and closing of the halls, occupancy reporting, room changes, and housing selection nights. Coordinate quarterly health and safety inspections, end-of-year damage walkthrough, and billing process for assigned buildings.
- Serve as a member of the residential services on call group and provide active duty coverage during the on-call rotation. Serves as back-up on call response for Administrator On- Call on a rotating basis and coordinate crisis intervention and response in assigned residential areas.
- Assist in the day-to-day management of the Residential Services Office. Serve on University wide committees.
- Serve as a member of the residential services on call group and provide active duty coverage during the on call rotation.

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- Assist in the day-to-day management of the Residential Services office.
- Assist with an additional assigned area in Residential Services, including but not limited to; Resident Advisor training, Resident Advisor selection, Residential education (including programming, theme housing and living learning communities).
- Assist and support summer conferences while reporting to the Assistant Director of Operations during the non-academic year.
- Will participate in the Community Director Skill Advancement series focusing on supervision, community development, leadership development, social justice/diversity, student issues/conduct/crisis management, administration/building management, general skills/departmental responsibilities, and professional development.
- Serve as a professional staff member contributing to the overall community through understanding of social justice and diversity concepts. Working to provide an inclusive community for all members of the residential community.
- Other duties as assigned.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES:

- Local, regional, and national conference attendance upon approval from supervisor and Director of Residential Services.
- University mentor/mentee program.
- Serve as a member and/or chair of departmental and university-wide committees including, but not limited to: Alcohol and Other Drug Committee, Sexual Assault & Violence Education, Campus Programming, etc.
- Practicum opportunity to work and develop skills in a department of interest.

REQUIREMENTS:

- Master's Degree in college student personnel/higher education administration or related area preferred.
- Bachelor's degree required.
- Minimum of two years of residence hall experience preferred.
- Excellent interpersonal skills and computer literacy required.

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FLSA STATUS

United States of America (Exempt)

WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Community-Director_R0002886

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A



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