

## **COMMUNITY DIRECTOR**

### **Arlington Park at University of Northern Colorado**

#### **QUALIFICATIONS**

The Community Director (CD) position is a 10-month, live-in internship position at the University of Northern Colorado affiliated Arlington Park Student Apartments. Supervised by the Assistant Community Manager, the Community Director is responsible for the programmatic oversight of the apartments, including assisting in the selection, supervision, training, and evaluation of an undergraduate/graduate staff of six community assistants (CAs); and assisting with the development and implementation of programs and services that support the mission and goals of Arlington Park, Allen & O'Hara Education Services, Inc. (A&O), University of Northern Colorado Housing Foundation and the University of Northern Colorado.

The position requires a Bachelor's Degree and admission to one of the University of Northern Colorado's graduate programs. Candidates must be admitted to a Master's Degree program prior to acceptance of the position. Previous experience in residence life or privatized student housing is preferred. Maintaining good academic standing (3.0 cumulative GPA) in a graduate program is required for continuing the graduate appointment. Due to the nature of the position and the academic demands of a graduate program, the Community Director may be limited in pursuing additional employment outside of their internship (on or off campus). The Community Director must maintain a proper balance between academic, personal and job relationships.

#### **DUTIES AND RESPONSIBILITIES**

##### **Supervisory and Program Responsibilities**

- Assume responsibility for the daily operation of the apartment community, including management and staffing of the leasing office and being available at the community on a regular basis (including spring, summer and winter breaks).
- In cooperation with the Assistant Community Manager, provide direct supervision, training and evaluation for six community assistants.
- Assume On Call responsibility for the community.
- Follow all established policies and procedures with respect to Incident Reporting and the enforcement of the University Student Code of Conduct, the Arlington Park Lease Agreement and Resident Handbook.
- Serve as a positive role model by complying with all A&O, the University, and community policies, rules and regulations.
- Coordinate and assist with the recruitment and selection of the CA Staff.
- Provide staff training and recognition programs and assist with staff development programs.
- Coordinate and oversee the development and implementation of all community programming efforts.
- Assist and/or administer judicial/lease infractions for residents.
- Advise residents appropriately regarding their issues and concerns with community living and their academic experiences at the University. Utilize university resources accordingly.

##### **Administrative Responsibilities**

- Assist with administrative tasks assigned by the Community Manager, Assistant Community Manager, Leasing Manager, Resident Services Manager, and Maintenance Manager.
- Maintain office hours as assigned.
- Supervise the Move In and Move Out processes for the Community throughout the year.

- Prepare all administrative paperwork, including reports, evaluations, etc. in a complete, thorough and timely manner.
- Schedule the use of the Community facilities utilizing established procedures.
- Maintain apartment/room assignments, as required, and assist the Leasing Manager with room/apartment transfers.
- Assist with quarterly inspection of apartment units and assist with the apartment Turn process.
- Attend staff meetings and professional development sessions as assigned.
- Coordinate the dissemination of information to the community assistant staff and residents. Hold weekly CA Staff meetings, and conduct/coordinate building/apartment/community wide meetings when needed.
- Manage outreach to immediate neighborhood and local community.
- Perform additional duties and responsibilities as assigned.

### **COMPENSATION AND BENEFITS**

The Community Director receives a furnished single bedroom in a two-bedroom apartment and a stipend of \$6,000 per year. The CD will work approximately 12-15 hours a week at Arlington Park. Appointment is 10 months with opportunities for summer employment. A maximum of three credits may be earned each term (fall and spring).