Northern Illinois University
Housing & Dining
Graduate Assistant Community Director

**Housing & Dining** at Northern Illinois University manages the operation and staffing of all residence halls on the NIU campus and all dining facilities located within our residence halls. We are proud to house over 5,000 NIU students each year and look forward to welcoming our incoming students.

**Department Mission:** Housing & Dining is committed to providing a safe, supportive, and educationally empowering community where students can learn, grow, and be successful within a complex and diverse world. Through our facilities, programs, and the collaborative efforts of our staff, student leaders, and campus partners, we promote respect, individuality, and personal responsibility.

**Student Affairs & Enrollment Management Mission:** In alliance with the educational mission of Northern Illinois University, the Division of Student Affairs & Enrollment Management creates student learning opportunities and provides critical service beyond the classrooms that inspire and support intellectual, personal, and civic growth for leadership in a diverse and complex world.

**The Position:** The Graduate Assistant Community Director provides primary leadership and administrative support for the Northern View Community housing approximately 200 students and a variety of family members in 120 apartment units. The Graduate Assistant Community Director provides primary leadership for and overall management of the Northern View Community Center, and is directly supervised by the Northern View Community Director. Utilizing the context of the Residential Curriculum, this position is responsible for fostering a responsible, inclusive community; providing intentional, development-based supervision; utilizing sound fiscal management and business practices; as well as promoting a safe, comfortable living environment for students. This is a live-in position that involves a level of accessibility and accountability to all students and staff members, and the management of situations and emergencies which may occur 24 hours a day. All residential communities support and contribute to the academic mission of the institution.

**Duties and Responsibilities:**

1. **Advising:**
   a. Counsel, advise, and refer residents on personal and academic matters
   b. Co-advice hall council

2. **Leadership:**
   a. Create intentional efforts to interact with students and provide opportunities for student growth and development using the Residential Curriculum
   b. Support the mission, policies, and procedures of the department and university
   c. Promote and develop an inclusive and academically supportive community
   d. Assist with departmental initiatives as needed
   e. Respond to inquiries and complaints from students, staff, and residents
   f. Assist the Director with coordinating and implementing move-in/move-out procedures
   g. Act as University representative at campus events
3. Collaboration:
   a. Actively participate as a member of the area team, along with the Community Director, Chief Clerk, Community Police Officers, Faculty Coordinators, Dining Staff, and Facilities Staff. Attend Northern View Community staff meetings.
   b. Seek opportunities to work collaboratively with departmental, divisional, and campus partners through committees, liaison relationships, and other interactions
   c. Collaborate with other staff within the complex and across Housing & Dining to ensure consistency and sharing of best practices
   d. Work collaboratively with the Chief Clerk to manage building occupancy
   e. Actively participate in departmental staff meetings and other professional development opportunities
   f. Provide apartment tours for prospective students and families.

4. Supervision:
   a. Assist in the supervision, training and evaluation of staff
   b. Establish and maintain regularly scheduled office hours
   c. Supervise and monitor resident events in community center
   d. Document incidents and violations of community center booking regulations

5. Crisis Management and Adjudication:
   a. Adjudicate low level violations of University and Housing & Dining policies
   b. Respond to crisis and emergency situations and communicate necessary information appropriately
   c. Participate in area on-call duty rotation including weeknights, weekends, and break periods when the university may be closed
   d. Serves as a Campus Security Authority and must report security issues to appropriate university official.
   e. Submit emergency work orders to the Heating Plant following assessment of nature of an issue.
   f. Investigate policy violation, damage, thefts, etc. as assigned. Follow up with appropriate staff, students, and residents to determine accuracy and responsibility
   g. Verify that exterior building doors are locked at least once each night

6. Facilities:
   a. Assist the Director with health and safety inspections of occupied apartments
   b. Participate in apartment pre-check in and check in/out inspections including administering exit surveys to departing residents
   c. Open and close community center for events
   d. Report damages to university property
   e. Assist with escorts for service and maintenance to be performed, as needed.

7. Programming Development/Planning:
   a. Assist staff members in assessing student needs and providing strategies through use of the Residential Curriculum to effectively meet those needs
   b. Organize orientation activities for new residents
   c. Assist the Director with planning, directing, and supporting educational and social programming
   d. Maintain appropriate records

Requirements:
- Admitted to Northern Illinois University graduate school and enrolled in a graduate course of study
- Preference will be given to graduate students pursuing a degree in Counseling, Adult and Higher Education, but those pursuing degrees in a closely related field or discipline at Northern Illinois University will also be considered
- Successful background check clearance.

Qualifications:
- Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds
- Previous residence life experience or group living experience
Salary/Compensation for a 10 month, 20 hours per week position include:

- Start Date: July 13, 2016
- Salary: $1,000 per month
- Housing in residence hall: Furnished one bedroom/one bath apartment with local phone, cable services, and high-speed internet
- Meal Plan: When Dining services are in operation.
- Other Benefits: Tuition waiver calculated at $357 per credit hour, professional development funds, reserved parking at a reduced rate (taxable benefit) and domestic partnership benefits, summer employment may also be available.

Contact information:
Patricia A.R. Martinez
Acting Executive Director for Housing and Residential Life
Housing & Dining
Neptune East 151
Northern Illinois University
DeKalb, IL 60115

To apply, send cover letter, resume and list of three professional references to: residence_life@niu.edu

Office: 815-753-1526
Fax: 815-753-9226

Northern Illinois University is an equal opportunity/affirmative action institution.