



Southern Illinois University Edwardsville | University Housing

Title of Position:	Residence Hall Assistant Community Director
Contact:	Rex Jackson Associate Director of Residence Life rjackso@siue.edu
Number of Positions available:	2
Contract Length:	11 Months (July 2020-May 2021) Possibility for Summer Employment
Average Number of Hours per Week:	20
Position Requirements:	May require work on weekends and evenings
Salary:	\$913.92 per month
Additional Benefits:	2 bedroom, furnished on-campus apartment Partial meal plan Attendance at a regional housing conference

Position Description: The Residence Hall Assistant Community Director position is a half-time, live-in position responsible for assisting the Community Director with the management of a first-year or upper-class residential community. Responsibilities include: supervising a Desk Manager staff (hiring, training, evaluation, discipline, resolution of work concerns, termination), providing counseling and referral for residents, serving as a student conduct hearing officer and contributing to all community development efforts. Specific responsibilities vary by area. The Assistant Community Director shares on-call duty responsibilities for approximately 3,500 campus residents.

Required Qualifications:

1. Bachelor's degree
2. A valid Driver's license
3. Admission to an SIUE graduate program are required
 - a. Note: Candidates do not need to be accepted to a program before applying for this assistantship, but they must have already applied for admission to a graduate program

Preferred Qualifications:

1. Preference will be given to first-year graduate students with previous housing experience and who are enrolled in the College Student Personnel Administration graduate program.