

# WE ARE SOUTH



2019-2020  
**Community Director**  
Recruitment Guide

**USA**  
UNIVERSITY OF SOUTH ALABAMA  
HOUSING

Dear Future Jag,

Thank you for your interest in the University of South Alabama! I am excited to share some information with you about the University of South Alabama and what the Community Director position at South has to offer you. First, we are located in beautiful Mobile, Alabama along the Gulf Coast and the Mobile Bay. Mobile offers Southern hospitality with a mix of French culture, and we're just a short distance from the beach. Each year we celebrate Mardi Gras in Mobile, the birthplace of Mardi Gras.

Our goal is to recruit talented young professionals that have a passion for the field of Student Affairs and Housing and a commitment to helping students succeed and excel. This position requires acceptance into the Masters program for Educational Leadership for Higher Education Administration at South. As a Community Director, you will have the opportunity to manage a community of about 350 residents, supervise a staff and be a part of a number of committees to help you gain valuable experience. This position requires high energy and someone that can work in a fast-paced, administrative environment. We take pride in challenging, developing, and preparing young professionals for their future.

We hope you'll consider the University of South Alabama as you consider the next steps in your journey. We invite you to visit our institutional and departmental websites, [www.southalabama.edu](http://www.southalabama.edu) or [www.southalabama.edu/housing](http://www.southalabama.edu/housing). Or call us to learn more about our department. Should you decide that South may be the right place for you to begin your career, please send a cover letter, resume, and a list of references to the Assistant Director, Housing, Christina Reyes at [creyes@southalabama.edu](mailto:creyes@southalabama.edu). I look forward to hearing from you.

We are South, We are Home

Dr. James Bridgeforth  
Director of Housing



# ABOUT SOUTH

**16,000+**  
enrolled students

**2,500**  
on-campus residents

**80,000+**  
degrees awarded

**6,000**  
employees

**\$2.5 billion**  
annual economic impact

The beautiful, tree-shaded main campus spreads across 1,200 acres. The campus includes state-of-the-art educational facilities as well as a 116,000-square-foot recreation center, indoor and outdoor pools, a nature trail and even a disc golf course.

Seventeen USA Jaguars men's and women's teams compete in the Sun Belt Conference. Intramural and club sports allow all students the opportunity to participate at a level that suits their abilities.

USA's location in Mobile, Alabama, and close proximity to the beaches of the Gulf Shores affords a wide variety of off-campus recreational, arts and cultural opportunities, including a strong local music scene. The historic coastal city has grown and thrived along with the university.

The University of South Alabama is located in Mobile, Alabama's oldest and second largest city. Mobile is home to such national events as the Reese's Senior Bowl and Dollar General Bowl football games (January), Mardi Gras (February/March), the Azalea Trail Run (March), and the Distinguished Young Women national scholarship program (July).



# COMMUNITY DIRECTORS

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# POSITION DESCRIPTION

The Community Director (CD) position is within the department of Housing at the University of South Alabama. The Community Director position is a live-in staff member responsible for managing the day-to-day operations of a community that ranges from 200 to 500 residents. The Community Director supervises the paraprofessional staff consistent with the university mission to develop a safe, student centered, living-learning environment; the environment should foster student growth, leadership development, diversity, and multiculturalism as well as personal, spiritual, cognitive, emotional and academic success. The Community Director position is supervised by a Coordinator of Residence Education (CoRE) who provides overall community management and direction. Candidates selected for the Community Director position are required to be enrolled in the Masters of Higher Education Administration Program at the University of South Alabama.

## RESPONSIBILITIES

### SUPERVISION

- ✓ Supervises 6 - 10 Resident Assistants
- ✓ Participates in and oversees residence hall openings and closings
- ✓ Administers and oversees Health & Safety Inspections
- ✓ Serves as a primary on-call staff member evenings, weekends, holidays, etc.
- ✓ Manages multiple administrative projects and task simultaneously necessary for community support and development
- ✓ Develops and fosters a strong sense of community with the residence halls

### LEADERSHIP

- ✓ Serves as a member of the senior staff team for a residential community
- ✓ Participates in departmental committees
- ✓ Provides leadership and direction for all aspects of residence hall programming
- ✓ Communicates facilities issues as needed

### VISIBILITY

- ✓ Maintains a minimum of 20 office hours per week, work hours and office hours may increase during peak times
- ✓ Maintains a high level of visibility within the residential areas during evenings/ weekends
- ✓ Maintains a high level of communication via phone and email

### COMMITMENT TO THE GROWTH OF OTHERS

- ✓ Holds bi-weekly one to ones with the paraprofessional staff
- ✓ Develops effective community standards for an entire residential area
- ✓ Serves as a student conduct officer

### ADMINISTRATION

- ✓ Prepares appropriate weekly and daily reports as needed
- ✓ Manages daily key/lock change operations to include daily audits, accurate reports, and residence hall access accountability
- ✓ Ensures proper management of area room condition forms, room changes, and effective housing assignments to include room audits, rosters, etc.
- ✓ Participates in the occupancy management process, holding weekly meetings with Housing Assignments staff
- ✓ Participates in the housing assignment process
- ✓ Executes other duties as assigned

*“Being a Community Director at the University of South Alabama provided an unprecedented level of professional experience through autonomous supervision over an entire residential community. Alongside the responsibility, [the CD position] brings the promise that no two days will run the same, fostering an exciting working environment filled with student interaction.*

*Serving as a Community Director was so much more than a graduate-level foray into residence life; but an opportunity to sharpen fundamental skills crucial to any function of higher education. [The] CD program afforded me an incredibly competitive edge when searching for my first full-time position, essentially matching the experiences of most entry-level residence life professional staff.”*

Elliott R. Kimball  
University of North Carolina at Greensboro  
Assistant Director of Intercultural  
Engagement, LGBTQ Outreach & Advocacy

## REQUIREMENTS

The Community Director must be enrolled in the Masters of Higher Education Administration program at the University of South Alabama taking 6 credit hours per semester. This position requires strong time management skills, critical administrative skill sets, and the ability to effectively communicate with students, staff, and faculty. The Community Director position requires attention to detail, high energy levels, and the ability to work in a fast-paced environment. Preferred Candidates: The ideal candidate will have supervised paraprofessional staff for at least one year; at least two years' experience as a resident assistant and for unconditional admission at least 3.0 GPA as well as a GRE or MAT score. The selected candidate will possess and demonstrate a student-centered focus, with a passion for residence education and programming with an ability to function in an administrative position.

The Community Director is a 10 month essential employee position. All CDs are required to arrive for summer and winter trainings. CDs are hired for a term of one academic year (July – May) with renewal contingent upon satisfactory performance and evaluation. The CD position is complex and dynamic; therefore, it is expected that this position be viewed as a professional opportunity and treated as such. At times CDs may work more than the allotted time; sometimes, they may work less. The primary goal is to complete the normal day-to-day functions of the position. This position requires a strong sense of maturity and professionalism.

## COMPENSATION & BENEFITS

The graduate stipend for the Community Director position is \$1000.00 per month. Compensation also includes a tuition fellowship and meal plan valued up to \$11,000.00 as well as a furnished apartment, internet service, phone, and voicemail.

**Learn more about USA Housing:**  
[www.southalabama.edu/housing](http://www.southalabama.edu/housing)



## RESIDENTIAL COMMUNITIES

NAME	# BLDGS	# RESIDENTS	# RA'S
Beta/Gamma	15	436	10
Delta	3	330	6
Epsilon	3	460	10
Fraternity & Sorority Housing	9	150	6
Azalea Hall	1	350	7
Stokes Hall	1	330	7
Camelia Hall	1	370	7

RA'S = Resident Assistants

ACD'S = Assistant Community Directors

Epsilon 1, Epsilon 2, Camelia, and Azalea Hall are freshmen only. All other halls are freshmen and upperclassmen.

**Learn more about our residential communities:**  
<http://bit.ly/SouthALResidenceHalls>

# MASTER'S DEGREE

## PEOPLE • PROGRAMS 21ST CENTURY LEADERSHIP

### PROGRAM FACTS

The Master's degree in Educational Leadership for Higher Education Administration is a fully online, 30-credit hour program, which can be completed in five semesters. Students and faculty use technology such as web-based videoconferencing, cloud platform collaborative software, and social media to connect, communicate, and complete individual and team course assignments. Core classes focus on areas such as leadership, student development theory, higher education and the law, history of American higher education, the community college, and organization and planning for higher education.

The culminating experience of the program is an internship, typically taken during the last semester of enrollment. This internship exposes students to two functional areas in a university or community college setting. Students have a great deal of flexibility in selecting functional areas that interest them, in placement settings of their choosing. On-site mentors provide guidance in the daily operations of the functional areas, allowing students a first-hand look at higher education leadership in action. Faculty supervisors remain connected with students throughout the duration of the internship via meetings and electronic communications, providing feedback and helping students connect their in-class learning with their real-world experiences.

This degree program has been beneficial to helping students launch or advance their careers in higher education. Several program alumni have been admitted to doctoral programs in higher education.

### ADMISSION DEADLINES

Applications and all supporting documentation must be received prior to an admission decision. Application deadlines are: Summer Admission April 1, Fall Admission July 1 and Spring Admission November 1  
<http://southalabama.edu/colleges/ceps/lte/edadmin-med.html>.

### ADDITIONAL INFORMATION

Contact:  
Dr. Peggy M. Delmas  
Assistant Professor  
[pdelmas@southalabama.edu](mailto:pdelmas@southalabama.edu)  
251-380-2782





# STUDENT TESTIMONIALS



“Being a part of the Educational Leadership Master's program at South gave me invaluable experience that I used as a Community Director and steadily use today in my professional role. While I enjoyed each of the classes, "The Student in Higher Education" course taught me how students operate, think, and gave me the necessary tools when working with students in their development.”

Brandon R. Brown,  
Assistant Director of Residence Life  
Birmingham-Southern College



“I thoroughly enjoyed my matriculation through the Educational Leadership program. This program helped me to identify my leadership style as well as learn more about how to effectively engage and develop students. Learning these concepts while putting them into practice helped to prepare me to be successful in my current role. Under the guidance of the Educational Leadership faculty, I felt fully prepared to enter into my first full-time position in Student Affairs upon graduation.”

Jessica Brown,  
Coordinator of Student Activities  
UAB



“The Educational Leadership Program at the University of South Alabama propelled me into my Housing career. Through an interactive online class format, I have been able to retain and recall student development theory, legal practice in our educational landscape, and best ways to build community among differing identities. This program has enabled me to better serve my students as a student affairs practitioner.”

Sarah Sheldon  
Residence Coordinator  
Florida State University

Following is a list of institutions where our alumni are employed:

## INSTITUTIONS:

Auburn University  
Birmingham-Southern College  
Clemson University  
Coastal Carolina University  
Culinary Institute of America  
Florida State University  
Jacksonville University  
Mississippi Gulf Coast Community College  
Prairie View A&M University  
Rice University  
Sam Houston University  
Samford University  
Spring Hill University  
Texas State University, San Marcos  
University of Alabama at Birmingham  
University of Bridgeport  
University of Kentucky  
University of North Carolina at Asheville  
University of North Carolina at Greensboro  
University of South Alabama  
University of Texas – Rio Grande Valley  
Upper Iowa University  
Virginia Military Institute  
Western Carolina University

## FUNCTIONAL AREAS:

Athletics  
Student Activities  
Housing & Residence Life  
Marketing  
Development  
Admissions  
Multicultural Student Affairs  
Student Conduct  
Academic Advising  
Student Engagement  
Alumni Relations  
Intercultural Engagement  
LGBTQ+ Outreach & Advocacy  
Writing Center  
Greek Life  
Office of Diversity  
Events Management  
Experiential Education  
Registrar's Office  
Academic Affairs  
Student Center

# WHERE ARE THEY NOW?

Former University of South Alabama Housing Community Directors  
and their current institution and position.

**Brandon Brown**  
*Birmingham-Southern  
College,  
Assistant Director of  
Residence Life*

**Sarah Sheldon**  
*Florida State University,  
Residence Coordinator*

**Owen Gates**  
*University of West Florida,  
Assistant to Dean of  
University College*

**Madeleine Whitmire  
Bordelon**  
*Coastal Carolina University,  
Coordinator of  
Student Staff Selection*

**Rachel Jernigan Mars**  
*University of Alabama  
at Birmingham,  
Academic Advisor*

**Kendra Wesson**  
*Texas State University,  
Student Conduct Officer*

**Jessica Nathan Brown**  
*University of Alabama  
at Birmingham,  
Coordinator of Student  
Activities*

**Christina Reyes**  
*University of South Alabama,  
Assistant Director, Housing*

**Elliott R. Kimball**  
*University of North Carolina  
at Greensboro,  
Assistant Director of  
Intercultural Engagement,  
LGBTQ Outreach & Advocacy*



*“Working as a Community Director at the University of South Alabama allowed me to gain a wealth of experience that I will carry with me throughout my career as a university housing professional. My time at USA provided me with great insight in to the world of student affairs and increased my passion for working with college students. With unique experiences aimed at developing competitive candidates ready to take on the job market confidently, USA is the place to be.”*

Christina Reyes  
Assistant Director, Housing,  
University of South Alabama  
(CD Fall 2011 - Spring 2013)

# CD Candidate CHECKLIST

All to be completed no later than April 1

## FOR GRADUATE SCHOOL ADMISSION

- Apply to the Graduate School online in PAWS (Educational Leadership, Non-Certification Program)
- Take GRE or MAT – USA College Code for GRE is 1880; Official test scores must be sent by testing agency to the University of South Alabama
- Submit resume with chronology of professional employment
- Send 3 reference letters  
Academic or professional attesting to the prospective student's scholarship and/or professional abilities
- Send official transcripts from all institutions attended
- Send 2 page narrative on your career goals and purpose for graduate study

## FOR CANDIDACY CONSIDERATION

- Submit CD application
- Submit cover letter
- Submit resume

## CONNECT WITH US



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SouthALResLife](https://facebook.com/SouthALResLife)



[twitter.com/  
SouthALResLife](https://twitter.com/SouthALResLife)



[instagram.com/  
SouthALResLife](https://instagram.com/SouthALResLife)



[pinterest.com/  
SouthALResLife](https://pinterest.com/SouthALResLife)



## WHERE IS MOBILE, AL?



**USA** UNIVERSITY OF SOUTH ALABAMA  
HOUSING

251 Delta Loop  
Mobile, AL 36688  
Phone: (251) 460-6185  
Email: [housing@southalabama.edu](mailto:housing@southalabama.edu)  
[www.southalabama.edu/housing](http://www.southalabama.edu/housing)

### DRIVING TIMES FROM MOBILE, AL

Gulf Shores, AL	1 Hour
Pensacola, FL	1 Hour
Biloxi, MS	1 Hour
New Orleans, LA	2 Hours
Montgomery, AL	2.5 Hours
Jackson, MS	3 Hours
Birmingham, AL	4 Hours
Atlanta, GA	5 Hours
Atlanta, GA	5 Hours
Nashville, TN	6.5 Hours
Memphis, TN	6.5 Hours
Tampa, FL	7 Hours
Houston, TX	7 Hours
Orlando, FL	7.5 Hours