

POSITION DESCRIPTION

TITLE: Assistant Director of Residence Life (Student Conduct) - (Exempt)

Collective Bargaining - Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Assistant Director of Residence Life (Student Conduct) is a 12-month, full-time, live-on professional staff member in the Office of Residence Life. The Assistant Director will be responsible for assisting with all facets of the residence life program designed to foster the development of approximately 1600 residential students. The Assistant Director will directly supervise undergraduate residence life student staff members in the residential units. The Assistant Director will participate fully in the projects and activities of the division of Student Affairs and the College. The Assistant Director will also be responsible for managing the student conduct process including; reviewing cases of college policy violation, assigning charges, conducting case resolution meetings, scheduling student conduct board and administrative hearings, and oversight of the student conduct board. Reports to the Director of Residence Life and Assistant Dean of Students. A maximum of 50% of the Assistant Director's work will focus on student conduct.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following and applying the policies and procedures as defined in the employee handbook.
- Responsible for following the ACUHO-I Standards and Ethical Principles for College and University Housing Professionals, the ACPA Statement of Ethical Principles and Standards, ASCA Standards and State and Federal laws.
- The incumbent is considered "essential staff" during inclement weather and other emergency situations. When required, the staff member will be available, visible, and accessible on-campus to provide services as needed and as directed by the Director of Residence Life or the Assistant Dean of Students.
- Serves as Campus Security Authority.

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Assistant Director, Residence Life Responsibilities:

- Participates in the supervision of residence life student staff members.
- Assists with staff training and on-going in-service workshops of residence life student staff members.
- Assists with staff recruitment and selection of the residence life student staff members.
- Assists with staff development programs for residence life student staff members.
- Assists with staff evaluation process of residence life student staff members.
- Assists with implementing the Academic Improvement and Management program for academically at-risk student staff members within the Office of Residence Life.
- Has “on-call” responsibilities
- Provides individual and small group counseling, advising, and roommate mediations as needed. Must be able to appropriately maintain confidentiality.
- Assists with all housing operations, including openings, closings, inventory of furnishings and equipment inspections, distribution of combinations and keys, room selection, housing assignments, etc.
- Participates in the development and review of residence hall policies.

Assistant Director, Conduct Responsibilities:

- Manages conduct database software (Symlicity Advocate), statistics, benchmarks, and assessment tools.
- Serves as the primary conduct officer for most college policy violation. For major policy violations, the Assistant Director will assist in adjudicating with the Assistant Dean of Students.
- Coordinates recruitment, selection, evaluation, and oversight of student conduct board members.
- Maintains accurate web presence for student conduct and serves as a resource for divisional web presence.
- Assists other offices with checking student conduct records and makes recommendations about program participation, when appropriate.
- Serves as a resource and trainer for other offices (for example, residence life staff, orientation leaders, SMART, peer health educators, public safety, etc.)

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MINIMUM QUALIFICATIONS:

- Education: Master's Degree in student personnel, counseling, or related human relations' field.
- Experience: At least two years of proven experience beyond graduate school in residence life including experience in student conduct, leadership development, and crisis management. Excellent written and verbal communication skills; flexible schedule; ability to work independently and as a member of a team; commitment to student development, student learning, and promoting an understanding of the value of diversity in the College community; understanding of the special mission of a residential, liberal arts Honors College; and must possess strong advising skills.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.