

POSITION DESCRIPTION

TITLE: **Assistant Director of Residence Life (Staff Recruitment and Development) - (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 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 be a Residence Life specialist, taking on the coordination of staff recruitment, selection, training, evaluation, and recognition, the Residence Life staff Academic Improvement and Monitoring (AIM) program. The Assistant Director will also assist with the supervision of the professional staff, student staff, and support staff. The Assistant Director will participate fully in the projects and activities of the division of Student Affairs and the College. Reports to the Associate Director of Residence Life.

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, 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 Executive Director of Student Life
- Serves as Campus Security Authority.

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Assistant Director Responsibilities:

- Responsible for the on-going development and training of 47 Resident Assistants and seven Residence Hall Coordinators.
- Coordinates all staff recruitment and selection processes.
- Coordinates staff trainings, online training, and on-going in-service trainings.
- Coordinates evaluation process of residence life student staff members.
- Coordinates recognition and appreciation efforts for the Office of Residence Life and supports student staff bonding.
- Develops, plans, and implements the Academic Improvement and Management program for academically at-risk student staff members within the Office of Residence Life.
- Supports Residence Life student staff in developing community in their areas.
- Approves and monitors building staff programming expenditures. Assists in the overall supervision of residence life student staff members.
- Works to create study groups in the residences in support of academic initiatives.
- Assesses the needs of residential students on evenings and weekends; work with student staff and campus partners to create programming efforts to target these needs.
- Works collaboratively and communicates regularly with academic and student life offices.
- Has “on-call” responsibilities and serves as a member of the Crisis Intervention Team.
- Serves as a student conduct administrative hearing officer.
- 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.
- Assists with assessment activities of the department.
- Assists the Director of Residence Life in development of the departmental budget, review of Residence Life policies, and long-range planning for the Office of Residence Life.

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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 recruiting, selecting, training, supervising residence life staff, judicial, 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. 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.