Working Title: Assistant Director of Residence Life  
Hayes Hill Title/Level: Assistant Director, University Housing/S - 12 month Renewable appointment  
Position Report To: Director, University Housing

Position Summary:  
The Assistant Director of University Housing is responsible for working with the Residence Life Department to establish and maintain a community within the residence halls that is conducive to the academic and personal growth of students that is consistent with the University and Residence Life philosophy and mission, as well as, an environment that is representative of the guidelines laid out by the Council for the Advancement of Standards in Higher Education for Housing and Residential Life Programs. The Assistant Director will assist in the administration and supervision of housing operations; plan and implement staff and student training; assess, advance and implement the student development program in support of a liberal arts education; advise, support and educate students and student groups; and review and develop Residence Life policies. The position reports to the Director of University Housing.

Duties and Responsibilities:  
I. Administration and Supervision  
1. Responsible for the student development operations of the residence halls, including the supervision and maintenance of hall and student records, completion of necessary paperwork, facilitation of desk operations, and giving direction to all professional and paraprofessional Residence Life staff members.  
2. Responsible for coordinating the selection, training, oversight, and evaluation of the Hall Managers, Assistant Hall Managers, Resident Assistant staff, Academic Resource Coordinators and Desk Staff.  
3. Manage the Residence Hall Social and RHA Account/Budget.  
4. Meet regularly with the Director of University Housing and Central Staff.  
5. Meet regularly with the Hall Managers and ARCs (Academic Resource Coordinator).  
6. Supervise all Academic Resource Coordinators and ARC programming requirements.  
7. Work in conjunction with the Residence Life staff in facilitating student room assignments and room changes.  
8. Actively explain guidelines of conduct, which protect the individual resident's rights. Work with staff to establish a consistent approach to behavioral problems. Meet with students regarding conduct as necessary, implement sanctions when appropriate and keep the Director of University Housing informed of serious incidents.  
9. Communicate with the Director of University Housing on all campus student problems or disciplinary actions.  
10. Participate in campus committees as assigned.  
11. Work in conjunction with the Director of University Housing to set and assess departmental goals/objectives and outcomes.  
12. Collaborate with Residence Life Program Assistant to plan annual calendar, ensure consistency in publications, coordinate student placement, and administer petty cash disbursement and reconciliation.

II. Student Development  
1. Implement the student development aspect of the Residence Life program.  
2. Coordinate, review, and update the Residence Life programming requirements for the entire RA and ARC staff and set expectations for programming.  
3. Facilitate and implement RA and ARC programming requirements.  
4. Coordinate evaluation of RA and ARC programming.  
5. Work with other campus programming areas to ensure cooperation and coordination of events.
6. In association with the Director of University Housing, research, review, and implement new initiatives, for the department in all areas related to student development, retention and student satisfaction.
7. Work in conjunction with the Director of University Housing in setting and assessing student development goals/objectives and outcomes.
8. Collaborate with other departments on campus to provide resources and programs that support and encourage academic success and personal growth.
9. Coordinate with First Year Experience to bring an FYE and SYE component into the residence halls.
10. Collaborate with campus groups to provide campus diversity programs such as “Boxes and Walls.”
11. Facilitate a faculty involvement program.
12. Coordinate with the FYE office to facilitate Parent Orientation for parents of residence hall students.
13. Develop means to communicate with and educate parents of residence hall students (i.e. web, newsletters, etc.)

III. Judicial Affairs
1. Oversee conduct in the residence halls in conjunction with the Director of University Housing.
2. Work with Dean’s Council to review and provide input on campus conduct concerns.
3. Work with Director of University Housing to review and implement judicial/conduct outcomes.

IV. Counseling and Advising
1. Provide advisement, counseling, and guidance to residence hall students on personal, lifestyle, and academic concerns within the limits of training and making referrals when appropriate.
2. Establish positive relationships with students living in the residence halls.
3. Work with students and staff to ensure the rights and privacy of all residents and to establish an appropriate academic environment.
4. Mediate conflicts among students and staff in the residence hall community.
5. Support the Liberal Arts mission of UW-Superior by promoting interactions between students and faculty/staff.

V. Facilitator
1. Responsible for the review and revision of residence hall policies.
2. Be knowledgeable of emergency procedures.
3. Collaborate with other University agencies when needed such as: Campus Life, Student Activities, Campus Safety, Health Services, Admissions, Counseling Center, etc.
4. Establish a work relationship with University personnel working in the residence area (i.e., Custodial and Maintenance staff, Facilities Management, Campus Safety, Res.Net, Central Staff, etc.)
5. Assist with general assessment of the housing program using the EBI survey, focus groups and goals outlined in the housing master plan.

VI. Training and Development
1. Coordinate Hall Manager, Assistant Hall Manager, Resident Assistant, Academic Resource Coordinator, and Desk Staff selection for the Residence Life program.
2. Implement on-going training and development for the entire HM, AHM, RA, ARC, and Desk Staff.
3. Coordinate training for professional and student staff.
4. Create and manage budget for training.
5. Train staff to provide guidance and advisement to students, respond to emergency situations, and provide quality customer service and personal contact to students living within the residence halls.
6. Create, revise, and edit HM, AHM, RA, ARC, and Desk Staff Training Manuals.
7. Create, revise, and edit HM, AHM, RA, ARC, and Desk Staff contracts, job descriptions, and evaluations.
9. Collaborate with the Leadership Coordinator to implement the annual leadership conference for campus leaders.
10. Assist in teaching the first year RA class.
11. Perform other tasks as requested and directed.

**Knowledge, Skills and Abilities:**
- Knowledge of, and experience in, applying student development theory.
- Skill in effective leadership and teamwork.
- Ability to communicate effectively, both verbally and in writing.
- Ability to effectively supervise and train staff and students, including organizing, prioritizing, and scheduling work assignments.
- Ability to interact effectively with staff, students and potential students and their families.
- Ability to demonstrate good judgment and analysis in decision-making and problem-solving.
- Ability to exhibit creativity, self-direction and the capacity for independent work, multi-tasking and organizational skills.
- Demonstrated ability to work with and/or advise a variety of racial and ethnic groups and underrepresented populations.
- Ability in setting priorities, resolving conflicts, and managing multiple priorities.
- Ability to work with confidential and sensitive information and records.
- Ability to commit to the highest ethical standards.
- Ability to participate in evening and weekend commitments as necessary.

**Required Qualifications:**
- Master’s Degree from an accredited university.
- Group living experience.
- Four (4) or more years post graduate experience in higher education.
- Experience in supervision and training.
- Experience in coordination of seminars, events and programs.