Assistant Director of Residence Life
Position Description

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

Position Summary:
The Assistant Director of Residence Life is responsible for working with the Residence Life Office 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. This position is also responsible for creating 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. This position also manages the day-to-day operations of University Dining Services on campus, including the OneCard system, providing reports, posting meal plans, and overseeing converting Jacket Cash, etc. The position reports to the Director of Housing.

Duties and Responsibilities
Administration and Supervision

- Responsible for the student development operations of the residence halls.
- Responsible for coordinating the selection, training, oversight, and evaluation of the Hall Managers, Assistant Hall Managers, Resident Assistants, and Desk Staff.
- Manage the Residence Hall Social and RHA Account/Budget.
- Supervise Residential Living Communities staff and programming requirements.
- Actively explain guidelines of conduct to residents.
- Work with staff to establish a consistent approach to behavioral problems, implement resident sanctions when appropriate.
- Report campus student problems or disciplinary actions as necessary.
- Participate in campus committees as assigned.
- Work with the Director of Residence Life to set and assess departmental goals/objectives and outcomes.
- Assist with planning annual calendar, ensure consistency in publications, coordinate student placement, and administer petty cash disbursement and reconciliation.
- Serve as the administrator of the OneCard food service program; manage the daily operations of the University Dining Services program.

Student Development

- Implement the student development aspect of the Residence Life program.
- Coordinate, review, and update the Residence Life programming requirements for the RA staff.
- Coordinate evaluation of RA programming.
- Work with other campus programming areas to ensure cooperation and coordination of events, programs, activities, services and initiatives.
- In association with the Director of Residence Life, research, review, and implement new initiatives, for the department in all areas related to student development, retention, and student satisfaction.
- Hold student interaction hours in residence halls.
- Provide advisement, counseling, and guidance to residence hall students.
- Work with students and staff to ensure the rights and privacy of all residents.
• Mediate conflicts among students and staff in the residence hall community.

**Staffing, Development, Policy and Other Duties**

- Implement residence hall emergency procedures as necessary.
- Review and revise resident hall policies, EBI survey, focus groups, and goals.
- Coordinate Hall Manager, Assistant Hall Manager, Resident Assistant, and Desk Staff selection and development; as well as training for professional staff.
- Assist in the selection of Yellowjacket Union staff.
- Create and manage budget for training.
- Create, revise, and edit *Student Rights and Responsibilities Handbook*.
- Oversee conduct in the residence halls with Director of Residence Life.
- Work with Dean’s Council to review and provide input on campus conduct concerns.
- Complete mandatory trainings and professional development as assigned.
- Other duties as assigned.

**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 use technology
- 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**

- Bachelor’s Degree from an accredited university.
- Property management experience.
- Four (4) years student affairs experience in higher education.
- Experience in supervision and training.
- Experience in coordination of seminars, events and programs.

**Preferred Qualifications**

- Master’s Degree from an accredited university.
- Two (2) years of professional experience of a high level supervision and management in higher education.