

## POSITION DESCRIPTION

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**TITLE: Assistant Director of Residence Life - (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.**

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### **JOB SUMMARY:**

The Assistant Director of Residence Life is a 12-month, full-time, live-on professional staff member. The Assistant Director is 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, primarily taking on the coordination of all aspects of housing operations and facilities management. The Assistant Director will also assist with the supervision of the professional staff, student staff, and support staff. In the absence of the Director of Residence Life, the Assistant Director will manage the day-to-day operations of the office. The Assistant Director will participate fully in the projects and activities of the Division of Student Affairs. Reports directly to the 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 Memorandum of Understanding (MOU) and/or 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 Director of Residence Life or the Dean of Students.
- Serves as Campus Security Authority and Mandatory Reporter.

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**Assistant Director Responsibilities:**

- Maintains and coordinates all housing operations: including openings, closings, physical set-ups, inventory of furnishings and equipment, distribution of keys, room selection, housing assignments, room inspections, room changes, etc.
- Manages and maintains the residence life software database (Symplicity Residence), vacancy reports, occupancy reports and assessment tools
- Coordinates individual and common area damage billing and provides leadership for vandalism/room damages reduction efforts.
- Works with Physical Plant to facilitate any maintenance and housekeeping issues in the residence halls.
- Directly supervises the Area Coordinators and supervises undergraduate Residence Hall Directors as needed. Assists in the overall supervision and evaluation of residence life student staff members.
- Assists with student staff recruitment, training and development initiatives.
- Works collaboratively and communicates regularly with academic and student life offices.
- Has “on-call” responsibilities and serves as a member of the On-Call Professionals Team.
- Serves as an administrative hearing officer.
- Serves as a resource and trainer for other offices (for example, orientation leaders, peer health educators, public safety staff, etc.).
- Provides individual and small group support, advising, and roommate mediations as needed. Must be able to appropriately maintain confidentiality.
- Maintains the department's Web page and Portal presence.
- Assists the Director of Residence Life in development of the departmental budget, review of Residence Life policies, assessment of residential programs and long-term planning for the Office of Residence Life.

**MINIMUM QUALIFICATIONS:**

- Education: Master’s Degree in student personnel, counseling, or related human relations field.
- Experience: At least three years of proven, relevant experience in residence life including experience with housing operations, staff supervision, student conduct, leadership development, and crisis management. Relevant graduate experience can be considered.

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- Flexible schedule.
- Excellent written and verbal communication skills.
- 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.
- 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.