

JOB DESCRIPTION



Position Title: Assistant Director of Residential Life

Department: Residential Life

Employment Category: Administrative Staff

Primary Location: Douglas Campus
Room and Board Provided

FLSA Classification: Exempt
Remote Eligible: No

Parameters: Full-time; 12 Months/Year

Pay Grade: AS13

Position Summary: The Assistant Director for Residential Life is responsible for assisting in the management of a residential living and academic community, developing, implementing, and marketing social and civic programming, positively influencing and contributing to the quality of life, general welfare, and growth of students in an inclusive living-learning environment.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Assists in managing a residential living community, varying from residence hall living to townhome living; assists with the check-in and check-out process for residents and outside groups/summer camps that are using the residential facilities as needed

Assists with the coordination of training and orientation for residential assistants (RAs); assists with administrator on-call (AOCs) responsibilities; provides educational resources for RAs; serves on a rotating on-call schedule, one week at a time

Maintains visibility and accessibility to residents within the community; serves as a resource and provides support and referral for students with educational, personal or other concerns; and facilitates roommate mediations when needed; provides crisis intervention when needed and makes appropriate referrals; serves as authority-in-charge when the Director of Housing and Residential Life is off-campus; assists in the development of the residential life activities

Develops, implements, and assesses programs related to leadership development and civic engagement within Residential Life; monitors student trends and research related to student leadership, civic engagement, student programming which promotes academic engagement; develops and implements programs that allow residents and college partners to interact on campus; attends campus programs to evaluate programming; assesses student programming interests and needs; develops and maintains programming database to ensure that requirements are met; participates in New Student Orientation activities, and other engagement events; represents the Residential Life department at college functions and events as needed

Oversees, plans, and executes Weeks of Welcome (WOW) events each semester; manages programming budget for department sponsored events, as well as recurring and department traditional events (On Wednesdays We Wear Red, December Holiday Party, Spring Carnival, etc.)

Collaborates with residence life staff and other departments in developing a comprehensive plan for implementing student success and engagement efforts; builds and maintains effective campus and district-wide partnerships; hosts and attends regular stakeholder meetings with appropriate departments or offices when necessary

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Works in collaboration with the marketing department to design a strategic marketing plan to invite residential students to engage and participate in student life programs, academic and co-curricular engagement opportunities, cultivate identity development and influence student perception

Assists in the professional and personal development of the RA staff. Directly oversees the Hall Community Council (HCC)

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree in social services, counseling, psychology, or related field from a regionally accredited institution of higher learning recognized by the US Department of Education

Two-year residence hall/student activities or other higher education work experience

Knowledge, Skills and Abilities:

Commitment to the community college mission

High level of personal integrity and professionalism

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Knowledge of and ability to enforce college housing procedures, residence life, student government and student disciplinary processes

Knowledge of conflict, crisis management, and counseling techniques

Knowledge of student development theory

Skill in behavior management and crisis intervention

Skill in planning, organizing and coordinating activities and events

Skill preparing, monitoring and administering budgets

Skill in analyzing and interpreting financial information, recommending solutions and implementing results

Skill in presenting ideas and concepts orally and in writing

Skill in effective supervisory practices and techniques

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

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Work Environment: Work is primarily performed under limited supervision generally in a typical office or housing setting with appropriate climate controls. Requires living in college provided on-campus housing, working evenings, nights and weekends. Crisis situations may require 24/7 availability.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Light Work: Exerting up to 20 pounds of force frequently lifting or carrying of objects weighing up to 10 pounds requires a good deal of walking or standing.

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Director of Residential Life

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.