



### ***Assistant Residence Director***

#### **Position Description**

The Assistant Residence Director is responsible for working with the Residence Director in providing leadership and direction to a comprehensive residential education program for an on-campus residence hall and/or apartment community housing 600-900 students. The Assistant Residence Director is responsible for working with the Residence Director in implementing the department's residential curriculum on Belonging for residents. This is a learning outcome driven curriculum that focuses on three intentions: Community, Identity, and Empowerment & Support. The Assistant Residence Director assists with developing and maintaining an inclusive residential environment that supports the overall development of students and is supportive of the academic mission of the University. The Assistant Residence Director also assists with the educational, administrative, and operational functions associated with the management of the residence hall and/or apartment community. The Assistant Residence Director collaborates closely with a building management team. The position reports directly to a Residence Director.

#### **Responsibilities for this position include the following:**

##### **Residential Education/Residential Programs (50%)**

- Assist with the development and implementation of a comprehensive student development program that reflects the departmental residential curriculum model for residents.
- Review, develop, and implement lesson plans to facilitate student learning.
- Assist with the planning and implementation of academic- and identity-related services and programs in collaboration with Living Learning Community partners (where applicable).
- Assist with the administration of the student conduct system and serve as a hearing officer for the residential system.
- Recruit, develop, and advise the student groups associated with the residential community.
- Implement training and development initiatives to respective student group leaders.
- Assist with developing and implementing student engagement and student leadership initiatives within the residential community.
- Coordinate the recruitment of students for involvement in centrally offered engagement and leadership opportunities within the department.
- Lead the development and implementation of the residential community's social media strategy.
- Assist in providing leadership to residential life committees focused on educational initiatives.

- Assist with the development of the residential life strategic plan, annual work plan, and provide input for the 10-Year Capital Plan.
- Review student satisfaction survey results and assist with identifying and implementing strategies to address residential community related concerns.

### **Supervision (25%)**

- Participate in the selection, supervision, training, and evaluation of 18-26 Community Advisors.
- Develop and implement strategies to recruit, retain, and support a diverse staff.
- Assist with the development and facilitation of weekly staff meetings and intentional one-on-one meetings.
- Serve as a resource on University and departmental policies and procedures.

### **Residential Life Operations (20%)**

- Assist with the development and implementation of safety initiatives for the building and monitor effectiveness to ensure a safe physical and psychological space.
- Meet regularly with the Residence Director to ensure financial responsibility with the management of the student engagement and staff engagement budgets (approximately \$9,500 - \$14,000).
- Serve as a member of the building management team, along with the Residence Director, Business Operations Supervisor, Facilities Operations Supervisor, and Dining Service Manager (where applicable).
- Provide direction and oversight of residential life operations in the absence of the Residence Director.
- Provide support for summer operations within Housing & Residential Life.
- Provide leadership for special projects as assigned.
- Maintain an inviting office space and updated community displays where applicable.

### **Outreach (5%)**

- Work collaboratively with staff from other university departments to provide learning, services, support, and programs for the residents.
- Work collaboratively with University Dining Services personnel to support a high-quality residential dining program for students.
- Participate in recruitment and marketing activities in conjunction with the Admissions Office and represent Housing & Residential Life at various recruiting events and functions.

### **Minimum Qualifications**

- Bachelor's degree.
- Knowledge of housing operations on a college campus.

### **Preferred Qualifications**

- Demonstrate commitment to the educational potential of residence life.
- Skills in the following areas: communication/public speaking, organization/planning, and administration.
- Demonstrate commitment to Diversity and Social Justice.

- One year of housing leadership experience in a college or university setting.

**Work Environment:** Work is performed mainly in an office setting.

**Job Classification:** 9702RL

**Job Class Title:** Student Services Professional 2 - Residential Life

**Revision Date:** April 13, 2022