

**Assistant Residence Director - Coordinator
Housing & Residential Life
University of Minnesota - Twin Cities**

Updated December 2014

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 residential 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 Foundation for Success curriculum model for residents, a learning outcome driven framework that focuses on the whole person and supports academic success for students who live in University housing. The Assistant Residence Director assists with developing and maintaining an inclusive residential environment which is conducive to 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 position reports directly to a Residence Director.

Responsibilities:

Residential Education/Residential Programs – 45%

- Assist with the development and implementation of a comprehensive student development program that reflects the departmental Foundation for Success curriculum model for residents.
- Develop and execute lesson plans to facilitate student learning.
- Assist with the planning and implementation of academic related services and programs in collaboration with Living Learning Community partners.
- Assist with the administration of the student conduct system and serve as a hearing officer for the building.
- Advise the student groups associated with the building.
- Assist with developing and implementing student engagement and student leadership initiatives within the hall/apartment.
- Coordinate the recruitment of students for involvement in centrally offered engagement and leadership opportunities within the department.
- Assist in providing leadership to residential life committees focused on educational initiatives.
- Assist with development of the residential life strategic plan, annual workplan, and provide input for the 10-Year Capital Plan.
- Review student satisfaction survey results and assist with identifying and implementing strategies to address hall/apartment related concerns.

Supervision – 25%

- Participate in the selection, supervision, training and evaluation of 8-13 FTE of academic year student staff (15-26 Community Advisors).
- Assist with implementation of the Student Development Outcomes Program with student employees.
- Develop and implement strategies to recruit, retain and support a diverse staff.

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 /monitoring of the student engagement and staff engagement budgets (approximately \$9,500 - \$14,000).
- Serve as a member of the building management team consisting of the Residence Director, Facilities Operations Supervisor, Business Operations Supervisor, the Assistant Residence Director, and Dining Service Manager.
- Assist with the development and implementation of the residence hall's student communication strategy utilizing multiple platforms, including social media.
- Provide direction and oversight of building operations in the absence of the Residence Director.
- Provide support for the summer operations within Housing & Residential Life.
- Provide leadership for special projects as assigned.

Outreach – 10%

- 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 provide 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:

This position requires a Bachelors Degree and knowledge of housing operations on a college campus.

Preferred Qualifications:

This position also requires a commitment to the educational potential of residence life and demonstrated skills in the following areas: communication/public speaking, organization/planning and administration. It is preferable to have at least one year of housing leadership experience in a college or university setting and an ability to demonstrate commitment to Diversity and Social Justice.

Work Environment:

The work is performed mainly in an office setting.

Job Classification#: 9354

Job Class Title: Coordinator

Salary Range: TBA

Exempt

Last Revision: 12/11/14