Associate Director of Residence Life

Job Purpose: Under the general supervision of the Director of Residence Life, the Associate Director of Residence Life manages, coordinates, and provides leadership for all programs related to Residence Life student development and resident education efforts. The Associate Director implements the strategic vision and direction for student development programs in the residence halls and apartment housing while making recommendations on related policies. This position has the authority to act, make decisions, and interpret policy as the Director of Residence Life in the Director’s absence from campus.

Responsibilities:

Administration- 30%

- Assist in the establishment and implementation of short- and long-range department goals, objectives, policies, and operating procedures; assess program effectiveness; implement changes required for improvement.
- Serve on the Residence Life Leadership team responsible for supporting the overall mission and direction for the department of 10 full time employees and housing 1800+ students.
- Assist the Director of Residence Life in planning for the allocation of resources relating to physical improvements of residential communities based on resident and program needs.
- Manage budget for all of Resident Education, including student programming funds, Residence Hall Association, Faculty budgets, and staff training.
- Represent the University to various institutional divisions by serving on various university committees as well as externally to students and/or the general public/local community.
- Oversee development of materials, forms, training, and marketing for Residence Life programs and processes.
- Oversee the day to day administrative tasks as it relates to Residence Halls and apartment housing residential education, assisting with planning and implementation of key Residence Life events and programs throughout the year.
- Oversee all areas of software system that relates to conduct and assignments. Responsible for oversight of access for professional and student staff and training regarding use of housing software system.
- Collaborate with summer conferences to cross train and supervise staff over the summer, supporting students living on campus as well as guests and other stakeholders.

Supervision-40%

- Responsible for the direct hiring, training, supervising, advising, and evaluating Residence Life Coordinators (4). Indirectly hire, supervise, train and evaluate paraprofessional Hall Directors (7), Community Director (1), Community Assistants (6), and Resident Assistant (45) staff, Lead Desk Assistant (5), and Desk Assistant Staff (60+).
• Oversee design, implementation, evaluation and assessment of staff selection and staff training processes.
• Responsible for hiring, training, supervising and evaluating summer intern staff and summer live-in student staff.
• Responsible for advising the Faculty Friend initiative and facilitating the success of the program.

**Residential Education & Support 30%**

• Oversee development and management of educational, social justice, wellness, social, and Theme Learning community programming initiatives for the residence halls and apartment housing
• Oversee the Residence Life conduct process administered by the Residence Life Coordinators. Includes tracking and facilitating all adjudication within the department in conjunction with the Director of Residence Life. Serves as a judicial officer as well.
• Oversee the development and management of the Themed Learning Community program, includes recruitment of faculty, oversight of programming, assessment, housing assignments, and pre-orientation programs.
• Oversee the advising of the Residence Hall Association (RHA); monitor RHA and budget and expenditures.
• Implement and assess student development efforts in Residence Halls and Apartment Housing areas as it relates to support services and programmatic efforts.
• Handle emergency and crisis situations that pertain to students living within Residence Life housing. Serve as the back-up on call to the Residence Life Coordinators in the on-call rotation for the Residence Life and Student Life division.
• Maintain strong relationships with campus colleagues such as university police, student wellness center, student activities, academic success, general counsel and the Dean of Students office.
• Plan, implement, and assess student development efforts in Residence Life, and collaborate on similar efforts within the larger university community and all facets of student life.
• Participate in all Residence Life programs, orientation programs, and campus specialty weekends.
• Work with students, parents, and other stakeholders to support students experiencing academic or personal difficulties.

**Other Duties and Responsibilities**

• Perform miscellaneous job-related duties as assigned by the Director of Residence Life or the Division of Student Life.

**Qualifications:**

Minimum qualifications for the Associate Director of Residence Life include a master’s degree in college student personnel, higher education administration, or related field from an accredited four-year institution of higher education and must possess multiple years of progressively responsible professional experience within a comprehensive residence life system in a higher education setting. Further, the Associate Director must possess demonstrated supervisory experience in the development and training
of staff, both professional and student; as well as demonstrated abilities in administrative work, excellent communication and interpersonal skills; the ability to work collaboratively with students, faculty, parents, and staff; and outstanding administrative, technology, planning, training, supervisory skills, and a sense of humor are essential.

Knowledge, skills, and abilities required:

- Demonstrated understanding of and personal commitment to social justice, accessibility, and inclusivity in practice, management, and programming.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skill in fostering a positive, collaborative, and cooperative work environment.
- Use of independent judgment to manage and impart information to a range of clientele.
- Outstanding interpersonal and communication skills, both written and stated, as well as the ability to work effectively with a wide range of constituencies in a diverse community.
- Demonstrated understanding of and desire to participate in the life of the campus, including events and programs not associated with Residence Life.
- Knowledge of and experience with crisis intervention techniques and ability to react calmly and effectively in emergency situations.
- Skill in the development, planning, and implementation of short- and long-range goals.
- Skill in budget preparation and fiscal management and knowledge of financial/business analysis techniques.
- Knowledge of housing software systems, how to use them as an operator and as a manager. Knowledge of StarRez would be very helpful.
- Knowledge of organizational structure, workflow, and operating procedures.
- Skill in the planning, evaluation, revision, and implementation of student development programs and community building.
- Knowledge of applicable legislation, standards, policies and procedures within higher education.
- Knowledge and skill of training professional and student staff utilizing learning theories as a basis.

Decision Scope:

- Directs and supervises the work of professional and paraprofessional employees including, though not limited to supervising, training, scheduling and evaluating employees. This position advises and councils employees; initiates promotions, and when necessary corrective and/or disciplinary actions; completes annual employee Performance Management Plan and Evaluations.
- Uses discretion and judgment to compare options, advise and decide a course(s) of action as to hiring, advancement, promotion or other change of a Residence Life Coordinator, Resident Assistant, Hall/Community Director, Community Manager, Desk Assistant, or Residence Hall Association staff members status.
- Manage and administer the Theme Learning Community Program. Responsible for the coordinating, implementing, and evaluation of the Theme Learning Community Program efforts.
in all Residence Hall environment. Determine through formal assessment of communities the future of all Theme Learning Communities, budget for all Theme Learning Communities, Faculty Friend assignments, and overall development of each community.

- Determine expenditures and manage all student activity programming budgets for all housing areas that align with the department institution’s fiscal policies.
- Educate and determine appropriate educational sanctions for students that are in violation of the student code of conduct as it relates to students within Mines housing. Will consult with Director of Residence Life and/or Dean of Students to determine appropriate response in higher level cases.
- Determine appropriate crisis and emergency response for students in a crisis or emergency situation. Will consult with Director of Residence Life and Dean of Students in higher level situations.
- In the Director's absence, will be expected to be on duty to operate the housing environments and provide for the safety and well-being of students when normal operations are suspended e.g. when classes are cancelled or delayed and when non-essential employees are released from work. Determine what the process will be to continue to provide services and support to students in collaboration with Facilities Management, Student Life, and/or Mines Dining. Moreover, develop a clear written and verbal communication plan to all residence hall students to clearly define the process and plans for providing services and support.

Communications:

The position requires excellent verbal and written communication skills; strong interpersonal and teamwork skills; ability to build and maintain positive working relationships; a proven record of administrative, leadership, organizational, and supervisory skills; ability to work in diverse and changing environments and the ability to work successfully in a multi-faceted organization.

- Excellent verbal and written communication with various faculty, staff, students, parents/guardians, and outside stakeholders about policies, procedure, and sensitive topics regarding student well-being
- The ability to present confidently, professionally, effectively to large audiences about the Department of Residence Life to potential students/parents, faculty, and staff about the departments policies, procedures, and department overviews in collaboration with the Director of Residence Life.
- Develop training, educational, and marketing materials and deliver to university student, faculty, and staff in a clear and concise manner.

Work Environment and Physical Demands:

- The office of Residence Life is a fast-paced, student-centered, collaborative environment. We are a small office of 10 professionals and numerous student staff, who work hard to make Residence Life and the Mines campus a positive community for all of our students and for each other. We take our jobs very seriously, but don’t take ourselves too seriously.
A sense of humor and the ability to be adaptable are important for this role. No single day looks the same, and often times because of facility or student crisis, our carefully curated schedules get thrown out the window. But our work is important to the learning and growth of our students and we must be adaptable to their needs.

This position does have some physical demands. Getting across campus from building to building is necessary for the job requirements. This role also must be able to lift 50lbs and push or pull large bins or furniture as necessary. This is a fairly physically demanding job, as walking across campus daily for meeting, walking the floors of the Residence Halls, sometimes crawling under furniture, and walking through crawl spaces are every day occurrences.