

POSITION DESCRIPTION

Position descriptions are the foundation for recruiting, classification decisions and performance evaluations. A position description is maintained in Human Resource Management for all staff and management employees describing current job duties and responsibilities. Position descriptions should be updated as needed to reflect current duties and submitted to Human Resource Management for review. New employees should review and discuss their position description with their Appropriate Administrator.

Action Requested: *Organizational Chart required for all actions.*

- Review of a new or vacant position
- Initiate a classification review
- Update an existing position description (no review requested)

Name of incumbent <i>(if filled position):</i>		
<i>If vacant, name of previous incumbent:</i>		
Working Title: Associate Director, Residential Learning		
Classification Title: Administrator I		
Department Name: Residential Life		Division: Student Affairs
Appropriate Administrator/Supervisor Title: Director, University Housing/Addae Jahdai-Brown		
Position Number: 00000363	Job Code: 3318	Grade Level: 1
Time Base: 1.0	FLSA Status: Exempt	

Position Summary: *In a few sentences, briefly describe the primary function of the position.*

Under the general direction of the Director for Residential Living and Learning, the Associate Director of Residential Learning is responsible for the leadership and management of all aspects of the University Housing residential education program. The incumbent is responsible for the general supervision and coordination of activities, curriculum, programming, personnel, and budgeting for the residential program, as well as the coordination of functions that have a direct impact on the residential program. This includes leadership, training, supervision and evaluation of one (1) Senior Residential Life Coordinator (SRLC-SSP IV classification) and three (3) Residential Life Coordinators (RLC-SSP II classification), two (2) graduate level student assistants, 26 Resident Assistants and 5 Residential Student Association student leaders. The Associate Director has full responsibility for the overall development and management of a comprehensive program for student residing in on-campus housing facilities. The program currently includes the operation of three (3) residential communities housing approximately 1,100 residents. By Fall 2026, the department will add approximately 300 new beds with the opening of our second residence hall. They are responsible for anticipating future housing trends and accommodating those trends programmatically through use of support services. The incumbent is responsible for managing the department conduct process, and participates in the development of long-term academic initiatives and living learning programs to support our residents' needs, researching residential curriculum programs with a focus on intentional residential connections and student leadership development within the residential community. This is accomplished through meaningful collaboration with other managers with focus on student support, event planning, academic services, emergency preparedness, security, ethical development and conduct, counseling services and any other functions necessary to maintain a high level of service, occupancy, and maintenance. Participates in a 24-hour on-call rotation for emergency response and preparedness.

Major Duties:

Describe the major responsibilities assigned to this position (typically 5 to 7) listing them in order of importance. Indicate the approximate percentage of time spent in each area of responsibility, estimated over a year timeframe (Minimum of 5% for a given duty. Primary responsibilities should represent the majority of the time allocation, with the total equaling 100%). Miscellaneous or other duties should be 5%.

Indicate duties, which are “essential functions” by checking the Essential Function box in the right column.

*The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the “essential functions”, which is intrinsic to the work. **A function may be essential because 1) the position was established to perform the function; 2) a limited number of employees are available to perform the function; and/or 3) removing the function would fundamentally change the position.** (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).*

Description of Duties	% of Time Total = 100	Essential Function
<p>Residential Learning Area Leadership, Programmatic Design/Direction, and Planning: Oversees and supports in the day-to-day operations of Residential Learning program. Conducts research to ensure the formulation of appropriate residential policies; the establishment of active implementation of residence hall governance; and the overall responsibility for rules and regulations governing all campus-housing units. In conjunction with the Director, establishes short and long-term goals and objectives for the Residential Learning area including any related budget implications. In collaboration with the leadership team, facilitates complex analysis and planning related to Residential Learning and the overall department. Identifies, gathers, and develops relevant sources of data and information. Reviews and analyzes issues concerning policy, programs, and organization. Develops systems to maintain high levels of satisfaction from residents based on the ACUHO-I best practices and CAS standards. Collaborates with other department colleagues and campus areas/departments to ensure a well-rounded Residential Learning program. Oversees area research and investigation of new and relevant organizational models and tools for the Residential Learning program.</p>	30%	<input checked="" type="checkbox"/>
<p>Conduct System and Case Management Administration: Oversees the residential conduct system for the campus residential population in conjunction with the Office of Community Standards. Facilitates the Residential Learning conduct process by interpreting policy, hearing appeals, placing holds on student accounts, and sanctioning contract terminations. Trains and advises hearing officers on the conduct process, computerized judicial system, and sanctions. Responsible for the compilation of statistical data for Clery Act Reporting, Annual Impact Report relating to the Residential Learning Area, and for review of the behavioral patterns in the residential community environment. Reviews the conduct process annually and revises the process as needed to provide services to students. Maintains all judicial records and ensures accuracy of the conduct process. Retains conduct records, fire alarm reports, and trespassed students and guests. Provides guidance and feedback to students on social, personal, cultural, academic, and disciplinary issues.</p>	20%	<input type="checkbox"/>
<p>Staff Supervision, Training, and Development: Provides direct supervision for 4 full-time professional staff members and over 28 paraprofessional student staff members. Plans work, trains, sets expectations, determines accomplished results, and evaluates finished work product of Residential Learning staff. In collaboration with Human Resources, ensures compliance with collective bargaining agreements, including progressive discipline process. Completes annual performance reviews for professional staff direct reports. Oversees absence management for direct reports and ensures timely approval of monthly leave records for Residential Learning area. In conjunction with the Residential Learning professional staff, oversees annual student staff training including fall, winter/spring training and retreats; on-going staff training; and in-services/staff development. Plans and coordinates Residential Learning professional staff training each summer to prepare for the new academic year. Coordinates on-boarding & on-going professional staff development throughout the year. Coordinates annual department Emergency Response training including collaborating with campus partners for simulated exercises (active shooter, natural disaster recovery, fire safety, etc.). Develops and monitors professional development plans for direct reports.</p>	15%	<input type="checkbox"/>
<p>Community Development and Initiatives: Oversees and provides direction for the Residential Curriculum design and tailors initiatives to specific residential populations. Manage development and assessment of success initiatives that attracts and supports a diverse residential population, including focus areas of academic success, career and soft-skills development, health and well-being, and intentional student leadership and engagement models. Collaborates with campus partners and designated faculty to facilitate growth and collaborative development of success initiatives/leadership development for the residential communities. Lead efforts to emphasize sustainability and community service programs within the campus and surrounding community. Works with Residence Learning Team to integrate collaborative design for implementation and assessment of curriculum and success initiatives. Actively support and provide guidance to RSA in conjunction with designated RSA Advisor. Oversees the overall representation of the residential experience to campus and prospective students.</p>	15%	<input type="checkbox"/>
<p>Crisis Management, Response and Recovery: Serves as Manager in charge for the Residence Learning area and supports the Residence Learning staff. Contacts emergency contacts for any resident and/or student transported via emergency services when on-call. Serves as main contact for residential student families. Communicates with Director regarding crisis situations and keeps others in area informed of developments affecting their functions, including liaison to CARE/campus services for additional support and intervention to students. Serves on the University Emergency Operations Cadre. Actively participates on campus and department critical incident planning and response. Responsible for the development of training on department and University crisis response and management. Maintains up-to-date website information related to residential emergency protocols and procedures. Intervenes and interfaces with</p>	10%	<input type="checkbox"/>

students and families when issues become escalated. Functional back-up for on-call rotations; including serving in rotation as Administrator on Call. Assist with large-scale emergency responses, including but not limited to earthquake preparedness, infectious disease outbreak, etc.		
Budget Coordination: Oversees the annual Residential Learning operating budget and expenses, as lead by Director for Residential Living and Learning. Make budgetary recommendations to the Director for the Residential Learning program. Work closely with the Associate Director for Housing Operations & Administrative Services and Associate Director for Housing Facilities to project annual Residence Learning budgets, maintain accountability and proper records. Responsible for approving all Residential Learning procurement cards and reconciliation packets.	5%	<input type="checkbox"/>
Other Duties/Liaison/Committee Work and Support Functions In conjunction with department leadership team, plan department opening and closing events at the beginning and end of each term. Serves on University committees as assigned and serves as backup for the BIT/CARE Team, Clery and NSO. Maintains membership in state, regional and national professional organizations. Participates in Housing departmental task forces and committees as designated. Performs other duties as assigned by the Director.	5%	<input type="checkbox"/>

Changes in position: *If this is an existing position that you believe has changed, what specific duties or responsibilities have been changed, added to, or removed since the position was reviewed previously or since the incumbent was assigned?*

Physical Effort: *Indicate the type of physical effort which is essential to the position activities:*

Medium Work - up to 40% of the activities involve sitting, standing, squatting, kneeling or walking; involves lifting heavy weight objects limited to 50 pounds; may involve pushing and pulling objects within the weight limits.

Environmental Factors: *Indicate the type(s) of environmental factors which are essential to the position activities:*

<input checked="" type="checkbox"/> Inside (Typically Office Environment) Frequency: <u>Constantly - Essential</u>	<input checked="" type="checkbox"/> Extreme Temperature (hot/cold) Frequency: <u>Occasionally</u>	<input type="checkbox"/> Elevated Work (Raised platform/scaffold) Frequency: <u>Choose an item.</u>
<input checked="" type="checkbox"/> Outdoor Frequency: <u>Occasionally - Essential</u>	<input checked="" type="checkbox"/> Hazards Frequency: <u>Occasionally</u>	

Supervision Received: *Indicate the level of supervision received by the position from the Appropriate Administrator.*

General Direction - general control over administrative aspects of work; plans and organizes methods for completing tasks and managing responsibilities; makes decisions which have a wide impact on the work of others or the work unit.

Supervision Exercised: *Indicate the type of supervisory responsibilities that are associated with the position.*

Manages a unit/function.

Specialized Materials: *The position may require the use of the following equipment, machinery, tools, vehicles or office equipment:*

Special Working Conditions: *List any overtime requirements, 24/7 on-call, work schedule, etc.*

Required to work weekends and evenings when required. Required to live in a department-provided apartment and adapt to an on-campus lifestyle. Required to serve in a 24/7 administrator on-call rotation and serve as essential campus emergency response personnel for the department and University. Must be able to competently interact with a culturally and ethnically diverse population of students, faculty, and staff. Expected to spend extended amounts of time with large student groups. May need to climb stairs to access individual student rooms and other facilities. Please note that the living space provided is not furnished and is intended only for the employee and their immediate family, as applicable. Employee may not provide, lease, or otherwise allow this professional staff apartment to be used as a residence by any other individual(s) without advanced written approval from the Vice President of Student Affairs (VPSA) or designee. In the event employment with California State University Dominguez Hills ends, the individual will have fourteen (14) calendar days from

the date of separation to vacate the living space. If additional time is needed, the individual must submit a request in writing, which can only be approved by the VPSA or designee.

Knowledge, Skills, and Abilities:

Knowledge of management theory and how to appropriately apply to practice. Skills in the development, implementation, and evaluation of staff and support programs. Ability to plan, implement, and evaluate programs. Knowledge of various learning styles as well as cultural identities and differences. Ability to understand the academic year and processing cycles that affect workflow of the department, Ability to review and verify complex records and detailed information for compliance with CSU requirements, Federal and State guidelines and interpret information from a variety of institutions. Ability to determine proper techniques and actions to utilize while engaged with individuals behaving in argumentative or sensitive manner. Must be solution oriented. Ability to oversee projects and provide guidance and direction for the work of others. Ability to build, manage, and report a budget. Knowledge and skills in working with students from diverse ethnic, socioeconomic, and educational backgrounds. Proven ability to direct training programs for professional and student staff. Ability to maintain confidentiality. Ability to work weekends and evenings when required.

Experience and Education:

Three - five (3-5) years of experience and/or the equivalent to a Bachelor's degree. One (1) year of supervisory/managerial or leadership experience required.

Preferred Qualifications and/or Specialized Skills and Abilities: (if none, write N/A):

Experience working with collective bargaining agreements and represented employees. Experience with the development and implementation of diversity, equity, inclusion and belonging education initiatives. Involvement in professional associations and/or organizations. Experience with Budget oversight and program assessment.

Master's Degree in Higher Education, College Student Personnel, Business Administration or related field required. Three to five years of progressively responsible management experience which includes supervising professional staff or serving in a mid-level supervisor position. Experience supervising students (i.e. Resident Assistants, Student Assistants, Graduate Assistants), and full-time professionals from entry level Coordinators through Assistant Director leads. Experience in developing and implementing student and professional staff training and development. Excellent interpersonal and written communication and administrative skills. Experience with crisis management, on-call support, and student conduct. Successful completion of a criminal background check and LiveScan.

Signatures (Acknowledgement that the information is accurate)

Name of Employee:	Signature:	Date:
Name of Supervisor/Dept. Manager:	Signature:	Date:

For HR Use Only

Classified By: Adriana Godoy Date: 6.20.24

- General Reporter Limited Reporter Background Check Fingerprints Physical Exam
 Driver's License Conflict of Interest MPP Job Code S075