

Rowan University Position Description

Position Title: Assistant Director for Residential Learning

Division: Student Affairs

Position Summary: The Assistant Director for Residence Life, under the supervision of the Director, is responsible and accountable for the hiring and performance supervision of the Resident Director and Resident Assistant staff for first-year campus residential facilities; working with housing staff to provide services to the residential community; assisting with community building and residential learning programs; conflict mediation and collaboration with judicial affairs and crisis intervention; mediation. The Assistant Director position is on call 24/7 to serve as a support for the in-hall staff at all times.

Description

Reporting to the Director for Residential Learning, the Assistant Director for Residential Learning is responsible for the day-to-day residential educational needs of first-year students living on campus. This important position will manage the implementation of residential education initiatives, support for living learning communities, and the facilitation of residential environments consistent with the strategic goals of the University. The successful candidate must have demonstrated experience with paraprofessional staff hiring, supervision, training and evaluation; and the administration of policy. The Assistant Director must be adept in mediation and conflict resolution skills, monitoring staff for compliance with protocols, and engaging parents of the students who live on campus. The Assistant Director will supervise graduate student level Resident Directors; implement short and long term goals for student development, living learning communities, programming, counseling, and crisis intervention. This is a live off position which requires the successful candidate be on-call to assist with emergencies that occur after normal business hours.

Functional areas of responsibility:

supervision of graduate/undergraduate RD and RA staff in first-year buildings

assisting with residential learning/community building programs

conflict mediation and crisis intervention

Assistance with judicial affairs

Essential duties and responsibilities:

Share in the coordination, the recruitment, selection and placement of the residence hall staff, and staff placement each semester.

Train, supervise and evaluate graduate level Resident Directors (RDs) and Resident Assistants (RAs).

Organize all staff training sessions throughout the year including the August summer staff training. Oversee the creation of staff manuals for in-hall staff training needs.

Organize weekly graduate staff resident director meetings.

Maintain and create all staff contracts and evaluations. Process all payroll reports and maintain all RD and RA personnel files including all promotional information.

Oversee and advise graduate RDs that serve as advisors for hall associations.

Provide oversight for all aspects of the in-hall programming and regular community building activities the RDs and RAs plan as contracted. Work directly with the in-hall staff to provide a balanced and diverse schedule of residential learning, educational, cultural and social activities that support student learning outcomes.

Work collaboratively with other campus offices to plan activities and serves on campus committees.

Serve as liaison between professional and managerial staff and the student staff to meet the needs of the residential community.

Serve as liaison with other student affairs offices to create collaborative student programming throughout the year.

Provide support and intervention as needed to assist in-hall staff to mediate, manage and resolve conflicts between roommates and within the residential community. Provide referral assistance as needed. Review incident reports and follow-up on a daily and case-by-case basis.

Work closely with the Associate Vice President/Dean of Students, Assistant Dean of Residential Learning, and Assistant Dean of Students for Judicial Affairs with judicial matters.

Perform other duties as assigned.

Remain on call via cell for in-hall staff and facilities concerns, 24 hours a day.

Qualifications:

Education: Master's Degree in Counselor Education, Higher Education administration or a closely related field.

Experience: 2 years of post graduate experience in residential education or a related area with direct experience in providing supervision to student staff and residents and assisting in building living/learning communities in a student residence environment.

Abilities, attitudes, knowledge and skills

Energy, creativity, organizational skills, tolerance for ambiguity, sense of humor, desire to challenge status quo, ability to work odd hours and as a member of a team.

Demonstrated knowledge of residence life operations.

Demonstrated leadership ability, administrative organization and planning skills.

Demonstrated ability to maintain confidential information.

Demonstrated ability to handle multiple tasks simultaneously.

Demonstrated sensitivity to the needs of a diverse student population.

Demonstrated ability to foster and secure collaborative work relationships.

Knowledge of all Federal, State, and municipal laws likely to have an effect upon University students.

Ability to work in a stressful environment and with great attention to detail.

Ability to maintain an appropriate level of professional and personal confidentiality.

Core Competencies:

Supervisory skills and abilities.

Strong interpersonal, analytical, organization skills and conflict resolution skills.

Excellent oral and written communication skills with demonstrated interpersonal/human relations skills.

Technology: Working knowledge of Excel, Microsoft Word, Power Point, email, discipline related software, and internet.

Language Skills: Ability to communicate effectively and interact tactfully with all levels of the college staff, students, and trustees; read, analyze, and interpret documents, budgets and contracts; and respond effectively to the most sensitive inquiries or complaints.

Reasoning Skills: Ability to define problems, collect data, establish facts, and draw valid conclusions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; and use hands to finger, handle, or feel objects, tools, or controls. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.