

Rowan University Position Description

Position Title: Director for Residential Learning

Division: Student Affairs

Position Summary: Under administrative direction of the Associate Vice President for Residential Learning and Dean of Students, the Director for Residential Learning provides leadership and direction for residential learning; oversees the administration and management of the Residential Learning Program for the University; directs residential learning initiatives, training, assessment and operations; oversees residential living/learning communities; sets goals and establishes implementation strategies for the department in accordance with mission. The Director is on call 24/7 to serve as a support for the staff at all times.

Description

Reporting to the Associate Vice President for Residential Learning and Dean of Students, the Director for Residential Learning will be responsible for the day-to-day residential educational needs of 3,300 resident students living in a mixture of traditional residence halls, apartments and townhouses. This key position will provide leadership for the development of residential education initiatives, living learning communities, and the creation of residential environments consistent with the strategic goals of the University. The successful candidate must have the demonstrated ability to manage fiscal and administrative activities; hire, supervise, train and evaluate staff; develop and implement policy; and engage with campus life. The Director must also have the ability to develop systems for resolving problems and monitoring staff for compliance with protocols. Supervise two Assistant Directors in the Department; direct strategic planning for Residential Education services including developing strategic vision for management and growth of Residential Education programs and operations. Implement short and long term goals for student development, living learning communities, programming, counseling, crisis intervention, and general management initiatives. Provide counsel to the Associate Vice President for Residential Learning and Dean of Students regarding residential education. 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:

residential learning programs

supervision of staff and students

policy, procedure and regulatory compliance

facilities monitoring

oversee training and selection

Essential duties and responsibilities:

Manage the University's residential learning daily operations in the division of student affairs.

Monitor residential learning budget.

Supervise para-professional, graduate, full-time professional and support staff to ensure efficient operational, educational and social programming.

Ensure compliance with all relevant policies, procedures, standards, and laws and conduct annual policy reviews.

Evaluate and assess residential learning operations, co-monitor occupancy and co-oversee the residential facilities to maintain a safe, secure, and healthy living environment.

Ensure the security and safety of students and exercise appropriate procedures for crisis and risk management.

Develop and oversees residential living/learning communities that utilize best practices in student development and research to create engaging, learning environments.

Represent the department and establish collaborative relationships with the University departments.

Establish long range and contingency planning mechanisms.

Perform special projects and other duties as assigned.

Ability to work flexible schedule with weekends, evenings and other hours required.

Qualifications:

Education: Master's degree in Counselor Education/Student Development, Higher Education Administration or any other closely related field.

Experience: Six years progressively responsible experience in a related area with direct experience in providing residential services to students, building living/learning communities in a student residence environment, and supervising professional staff.

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 maintain an appropriate level of professional and personal confidentiality.

Core Competencies:

Supervisory skills and abilities, budgetary experience.

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.