

Position Description

Position: Assistant Director, Campus Life	Position Number:
Department/Site: Residential Life	FLSA: Exempt
Evaluated by: Director, Campus Life	Salary Grade: 124

Summary

Under the direction of the Director, Campus Life, position assists with administering, supervising, and coordinating the District's Residence Life programs that include student housing, activities, and advising. Ensures that facilities are maintained, safe, and provide access to a diverse student population.

Distinguishing Career Features

The Assistant Director, Campus Life is a first-line supervisory management position, responsible for assisting with all aspects of student residential services. The position is accountable for student well-being and security. Advancement to this position is based on established recruitment processes and requires compliance with the stated qualifications.

Essential Duties and Responsibilities

Program Leadership

- Assists with developing department and program goals and objectives. Prepares and presents recommendations on facilities, staffing, and other needs that will enhance departmental program and financial performance, and student life.
- Assists residents in their adjustment to roommate and community living.
- Shares overall direction for the operational functions of two (2) residence halls with the Director of Campus Life.
- Directly supervises students who serve as Resident Assistants in Institute-owned resident halls.
- Recruit, select, train and evaluate Resident Assistants and monitor work performance for accuracy and completeness in accordance with department and Institutional goals and objectives while ensuring compliance of staff with established Campus Life policies and procedures.
- Serves as support resource for staff and students in dealing with specific residence hall concerns including roommate conflicts, personal and emotional challenges, diversity-and-identity-related issues, and other developmental concerns.
- Works in conjunction with the Director of Campus Life to be cognizant of the special needs and concerns of minority students and initiate programming and other efforts in the halls to address these needs and concerns.
- Shares rotating on-call responsibilities with the Director of Campus Life to provide support for responses to after hour resident and facility issues. This includes nights and weekends.
- Works in conjunction with the Director of Campus Life in long range planning activities that involves student residence. Conducts research of industry trends, patterns in student interest, cost-of-service, and other topics supporting development and administration of

student housing.

- Assists the Director of Campus Life with conducting education for, and serving as an advocate supporting Title IX, prevention of sexual misconduct, and affirmative consent. Conducts education on student rights and responsibilities. May assist in conducting Title IX and other student investigations.
- Assesses facility, fixture, and furnishings conditions and maintenance needs. Plans and coordinates replacement and repair schedules to meet short and long-range department facility and equipment needs.
- Ensures that maintenance needs are identified, logged, and prioritized. Arranges for urgent repairs through internal maintenance staff and external resources. Plans and supervises remodel, updating, and maintenance projects.
- Receives, reviews and approves residence hall applications and fee payment contracts.
- Oversees and monitors the work of department staff. Interprets, applies and communicates rules, regulations, District policies, procedures and collective bargaining agreements.
- Ensures proper handling and storage of student and business records.
- Assists with developing and administering residence policies and procedures.

Residence Life Student Activities

- Initiates, supervises, and coordinates Residence Life program student activities. Monitors student conduct, maintaining order, enforcing rules and regulations established for maintaining safety and security. Advises students on appropriate conduct.
- Assists in the design and implementation of experiences that enhance the social educational, community and personal development of residents. Assists the Director in managing daily Campus Life operations.
- Exhibit and demonstrate integrity and professional ethics in all situations and circumstances. Ensure students are trained in all Campus Life and College policies and procedures.
- Enforces residence hall rules and regulations. Reviews and investigates reports of student misconduct, initiating disciplinary action as warranted. Mediates student conflicts and assists in developing processes for problem/conflict resolution. Evaluates student academic and behavioral progress, coordinating disciplinary and corrective processes with other managers as needed.
- Develops, plans, and supervises the student resident advisors. In conjunction with the Director of Campus Life, interviews, selects, and trains resident student advisors. .
- Initiates, schedules, and coordinates social, recreational, and cultural activities for resident students.
- Develops forums and processes for student residents to input and address concerns and improve program service delivery.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires specialized knowledge of the principles and practices associated with student life and behavior. Skilled in working with staff and students from diverse cultures, backgrounds, and life experiences. Requires working knowledge of the

principles and techniques for effective supervision and training. Requires in-depth knowledge of the laws and regulations relative to student residence hall housing and student activities, student behavior, supervision, safety practices. Requires a working knowledge of student educational programming. Requires sufficient knowledge of microcomputers, common office productivity software, accounting, and student data management systems to enter and extract data and prepare reports and complex analysis. Requires well-developed human relations skills to make presentations, facilitate group discussion, conduct performance reviews, and mediate conflict. Requires advanced language and writing skills to prepare program plans, policies, reports and professional correspondence for internal and external communications.

- **Abilities**

Requires the ability to independently carry out the objectives and essential functions of the position. Ability to sustain a welcoming and safe environment that is conducive to the social and academic development of all students. Ability to maintain confidentiality. Must be able to hire, schedule, train, prioritize, and supervise the work of support staff in clerical, trades, and service occupations in a manner that optimizes staff performance. Requires the ability to apply collaborative decision-making processes. Requires the ability to interpret, implement, and communicate laws, regulations, policies and procedures, and collective bargaining agreements. Requires the ability to conduct due-process proceedings. Requires the ability to conduct financial studies, revenue planning, develop and monitor budgets. Requires the ability to evaluate and solve administrative student relations problems and independently take corrective actions. Must be able to establish harmonious and positive relationships with a diverse population of District staff, students, and the public.

- **Physical Abilities**

Requires the ability to function indoors in an office environment engaged in work of a sedentary to somewhat physically active nature. Requires ambulatory ability to move to different work locations and to bend, stoop, climb, and reach to perform inspections of student living and public access areas. Requires arm, hand, and finger dexterity to operate common office equipment including computer keyboard. May require the ability to lift objects up to 40 pounds on an infrequent basis. Requires visual acuity to observe student activity, the work of others, and read written materials. Requires auditory ability to carry on conversations in person and over the phone.

- **Education and Experience**

The position requires a Bachelor's degree in education, psychology, business or other discipline that would enable performance of the job, plus 3 years of professional experience in a student housing program.

- **Licenses and Certificates**

Requires a valid driver's license.

- **Working Conditions**

Work is performed indoors and outdoors where there is minimal, yet some exposure to accident or injury due to proximity of moving objects.