UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, IEP Living/Learning Community

DIVISION: Academic Affairs (A & S: Languages)

REPORTS TO: Associate Professor/Executive Director, International Engineering Program

GRADE: 12

SUPERVISES: Kitchen Staff, Maintenance Staff, Graduate Housing Advisor, student employees

BASIC FUNCTION:

In collaboration with the Executive Director of the International Engineering Program (IEP), be responsible for the day-to-day operation of the two on-campus Living/Learning Communities (LLC) known as the IEP House and the Texas Instruments (TI) House. Responsible for assessing, developing and running reporting tools and planning for the IEP LLC.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Direct the operation of the two Living/Learning Communities, including the central office and the living and dining facilities, and for fiscal and facility management, including budgetary overview.

Design, manage and update a comprehensive reporting tool for the IEP LLC budget, including, but not limited to grants, scholarships, etc.

Plan and lead events and activities, including House and orientation meetings; organize cross-cultural differences/diversity-related programs and substance abuse prevention workshops.

Recruit and select student residents as well as exchange students for the IEP Living/Learning Communities, and maintain housing contracts.

In consultation with the Executive Director, enforce behavioral standards in accordance with University policy. Develop house policies, and manage/advise the House Council.

Develop, administer, evaluate, and continuously improve the service and programs of the Living/Learning Community for 75 students.

Develop assessment tools to assess the academic, social, linguistic and cultural gains of living in the IEP/TI houses. Formulate recommendations and implement new programs and services based on these assessments.

Respond to personal and facility crises; assess, refer and coordinate resolution(s), and work with residents regarding concerns and complaints,
including serving as an on-call liaison.

Supervise the dining facilities staff, graduate housing advisor, and maintenance staff.

Manage public relations for the IEP Living/Learning community.

Assist the Executive Director as needed in the development and operation of the International Engineering Program.

Develop and maintain a program to encourage residents to be judicially responsible.

Assist the Executive Director as needed in the development and operation of the IEP’s annual Colloquium on International Engineering Education.

Assist the Executive Director in major event planning and execution, including alumni events and annual board meetings. Participate in long-range and strategic planning for the Living/Learning Community.

OTHER DUTIES AND RESPONSIBILITIES:

Select, train and supervise the Graduate Housing Assistant.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

**Required:** Master’s degree in student personnel, business or a related field; minimum of three years of experience working with college students, including group leadership and program management; demonstrated administrative experience and financial management skills, including large budget management and strategic planning experience; demonstrated crisis management experience; demonstrated strong organizational, interpersonal, and written and oral communication skills; demonstrated experience organizing, coordinating, and supervising support staff; demonstrated computer skills, including word processing, database management and spreadsheet applications; demonstrated commitment to working with diverse/international students; demonstrated commitment to the goals of international education and foreign language acquisition.

**Preferred:** Fluency in a language other than English; demonstrated international work and/or study experience; demonstrated college residential life experience; demonstrated building management experience; demonstrated desktop publishing skills.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**