THE UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Associate Director, HRL

DIVISION: Student Affairs (Housing & Residential Life)

REPORTS TO: Assistant Vice President & Director of Housing & Residential Life

SUPERVISES: Professional, maintenance/custodial and clerical staff

BASIC FUNCTION:

Assist the Assistant Vice President and Director of Housing and Residential Life in guiding, advising and supervising the total staff; further the goals of the University through programs developed and implemented by the Office and administer the overall educational and managerial responsibilities within the Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Represent the Assistant Vice President and Director of Housing and Residential Life in his/her absence in order to insure continued efficient and effective operation of the Office.

Be on twenty-four hour on-call basis to respond to emergencies, crises and problems which occur in the operation of the Office.

Implement long-range planning for utilizing the results of research on student development in the residential learning community.

Periodically survey other colleges and universities to keep the Office abreast of new developments in residential life programs at these institutions.

Directly supervise the Hall Director program by establishing the philosophy, goals, policies, procedures and functions.

Plan, organize and implement the training of the Hall Directors to develop their skills in such areas as organizational management, counseling and programming.
Evaluate residence hall staff, programs, innovations and the prescribed educational objectives of the Office.

Supervise the Hall Director programs; handle all administrative matters and personnel problems related to this staff; administer security within the residence hall system by establishing policies, procedures and functions to meet the philosophy and goals of the Office.

Plan, organize and implement the training of Hall Directors to develop their skills in such areas as crisis intervention, confrontation, personal trauma and safety and security related matters.

Supervise the Resident Assistant program, and coordinate with the Hall Directors in the selection and performance of the Resident Assistants.

Plan, organize and implement the training of Resident Assistants to develop their skills in such areas as counseling and programming.

Establish with the assistance of other University personnel procedures and protocol for Housing & Residential Life staff to provide them with clear channels for resources needed in times of crisis.

Administer all cases of behavioral misconduct brought to the Office by residence hall staff requiring judicial due process; develop a response to the case and, if necessary, coordinate activities involving these cases with the Office of Student Relations which administers the University disciplinary system.

Supervise and direct the Office of Residential Life Judicial Advisory Group.

Develop, implement and evaluate programs in the residence halls of an educational social, cultural, recreational and physical health nature.

Develop and implement surveys to assess needs of the resident population.

Develop and administer tests to evaluate the prescribed educational objectives by the Office.

Plan and supervise the preparation and administration of the operating budget and monitor expenditures of funds in accordance with established procedures.

Establish and maintain a personnel system which enhances and develops the employee in all matters of staff recruitment, training and retention.

Coordinate the supervision of the day-to-day operations, maintenance, cleaning, repair and use of the physical plant, and with the assignment and performance of all employees involved.

Develop the selection, assignment and evaluation procedures in hiring residence hall staff.
Coordinate with and maintain relationships with other campus offices to enable students to benefit from their services.

Assist in developing, reviewing and implementing all policies.

Work with and advise HRL Advisory Council in its capacity as a student advisory board.

Supervise the duties and responsibilities of the student staff.

Meet with individuals or groups of students and/or parents to hear and/or ameliorate personal concerns, financial problems, adjustments and complaints.

Provide counseling and referral services to students.

Work with graduate and foreign student association in responding to their concerns as it pertains to enhancing the quality of their residential experience.

Coordinate the supervision of the University's Off-Campus Housing program.

Assist in developing and revising housing contracts.

Regularly assess the Office’s computer needs and recommend modifications/upgrades.

Coordinate the supervision of a summer program involved with the management of a summer conference center housing conferences, institutes and workshops and developing and maintaining a summer session program for undergraduate and graduate students.

Perform other specific responsibilities as directed.

**QUALIFICATIONS:**

**Required:** Master's degree or equivalent; demonstrated management experience in a higher education environment; demonstrated experience with college students, staff training, supervision and evaluation procedures; demonstrated strong interpersonal and oral and written communication skills; demonstrated ability to work with diverse groups.