

Job Code.....101262
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Developed by:.... AD; KM
Reviewed by:..... SG; DLJ
Approved by.....LK
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Director, HRL/Staffing & Development
DIVISION: Student Affairs (Housing and Residential Life)
REPORTS TO: Associate Director, HRL/Residential Education
GRADE: 12
SUPERVISES: Professional, administrative staff; graduate and undergraduate student employees

BASIC FUNCTION:

Assist in the administration and coordination of the Residential Education units programs and services with a specific focus on student and staff employment processes, training, learning and development of student and professional staff, and the community standards process.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise professional Coordinator team, indirectly supervise Hall Directors/Graduate Hall directors.

Responsible for the recruitment, selection, and onboarding processes for student and graduate student staff. Participate in additional search committees as requested. Lead department committee.

Maintain accurate employment records and coordinate with appropriate partners to oversee employment processes.

Represent the department on divisional and university-wide committees/working groups as assigned.

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Oversee and coordinate all staff training and development initiatives, including onboarding, annual summer training, winter in-service and ongoing training as needed. Lead department committee.

Establish learning objectives and create ongoing assessment tools for training and learning efforts.

Serve as an administrative hearing officer; charge undergraduates and graduate students and groups involved in violations; recommend sanctions.

Investigate allegations of individual and group violations of community standards.

Interpret institutional policies, rules, and regulations and implement as designee of the Associate Director, as needed.

Develop proficiency with department software systems (Maxient, THD, etc.)

Work closely with the Dean of Students Office, university police, faculty, and staff regarding student conduct and student of concern issues.

OTHER DUTIES AND RESPONSIBILITIES:

Develop reports and documents as requested.

Maintain records and information as requested.

Remain informed of best practices and make recommendations for improvements.

Promote a culture of learning and professional development.

Assist in the coordination and oversight of department special projects, such as transitions, move-ins, closings, and events.

Participate in and lead committees, work groups, and meetings.

May provide emergency response in cases involving an immediate need, adjudication, or intervention.

Assist with department on-call coverage as determined by operating needs and as assigned by the Director or designee.

Work evenings and weekends on occasion.

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 higher education, student affairs, or related field; Minimum four years of post-master's full-time professional experience in the area of college residential life; Demonstrated recent (within last three years) and direct case load experience with campus judicial systems; Demonstrated experience with the recruitment and selection of student or professional staff; Demonstrated experience in training and development of student or professional staff; Demonstrated ability to work with diverse groups/populations; Demonstrated familiarity with issues of diversity; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency with written communication skills; and, Demonstrated presentation skills.

PREFERRED: Demonstrated college residence hall supervisory experience; and, Demonstrated recent (within last three years) evidence of and commitment to professional development.

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