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Developed by:.....SG
Reviewed by:.....CY
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, HRL/Residential Complexes
DIVISION: Student Development
REPORTS TO: Director, HRL
GRADE: 12
SUPERVISES: Professional, clerical, student staff

BASIC FUNCTION:

Serve as chief administrative officer of a residential complex housing approximately 2,000 students. Manage all out-of-classroom educational and developmental programs within said residential communities/halls. The position supervises full-time and part-time live-in residence hall staff, and includes HRL central office responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise daily performance of full-time Residence Hall Coordinators/Hall Directors and part-time graduate assistants and resident assistants. Supervision includes holding regular team meetings, personal contacts with staff and students, high residence hall visibility, attendance at residence hall events, and staff development and training.

Perform central office functions which may include RA selection, summer housing, programming coordination, production of staff manual, Residence Hall Association advisement, and student leadership training, as well as various administrative duties as assigned by the Director, HRL.

Oversee the planning of educational, cultural and social programs for students and staff. Such programs would consider the developmental needs of students, coordination with classroom learning and a broad educational emphasis.

Implement community development activities which stimulate student responsibility and accountability by encouraging confrontation of inappropriate behavior and the administering of the discipline system.

Counsel, consult and advise students on an individual and

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small-group basis. Refer students to other appropriate resources or agencies on campus. Ensure availability to students and staff through regularly scheduled office hours, formal meetings and/or informal meetings.

Participate in full-time staff recruitment, selection, training and evaluation.

Participate in the administration of support services by acting as liaison with the housekeeping supervisor and various maintenance staff assigned to the complex; by working closely with the University Dining Services staff within the complex to better meet student needs; and by acting as liaison with various staff and faculty who are associated with special interest housing existing within the complex.

Serve as a resource to students and staff in the development of effective student government within residence halls.

OTHER DUTIES AND RESPONSIBILITIES:

Assist with the liaison activities between the residence hall evening security program and the campus police.

Participate in departmental and University committees and problem solving groups as assigned by the Director, HRL.

Serve as an emergency response person within HRL which includes on-call duties.

Serve as customer service representative, addressing customer complaints made by students and parents.

Perform additional 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:

Master's degree in student personnel or related field and three to five years of full-time professional experience in the area of residential life are required, including management of out-of-classroom educational and developmental programs within residential communities/halls.

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Supervisory experience, outstanding verbal and written communication skills, computer skills, and experience working with diverse student populations preferred. Must have strong human relations skills. Must be able to do some evening work on a regular basis. (This is a 12-month, live-out position.)

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