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Developed by:... KMC
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THE UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Vice President and Director of Housing and Residential Life

DIVISION: Student Affairs

REPORTS TO: Vice President for Student Affairs

GRADE: 18

SUPERVISES: Professional, technical, clerical, and facilities services support staff

BASIC FUNCTION:

Assist the Vice President in the planning, administration, and leadership of the Division of Student Affairs. Lead and direct all planning, staffing, educational, operational, facility, and budgetary aspects of the University's primary on-campus living program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in the overall management of the Division of Student Affairs, at a level determined by the Vice President, in the following primary areas of responsibility:

Along with the Associate Vice President, provide direct consultative information to the Vice President on matters pertaining to student affairs.

Provide planning and coordination of the Division's capital plans, projects, and renewal programs, and serve as liaison with the University's Office of Capital Projects.

Provide consultative assistance to auxiliary funded departments. Provide coverage for the Vice President in his/her absence.

Generate information dissemination on behalf of the Vice President as requested. Represent the Division and/or Vice President on various committees/project teams and at various meetings and functions.

Provide follow-up assistance to the Vice President in matters pertaining to inquiries, requests for information, and report generation and analysis.

Perform fiscal planning and budget review.

In the absence of a Department Head, provide temporary administrative oversight with said department under the direction of the Vice President. Serve as a member of the University's Threat Assessment Team.

Assist the Vice President and Associate Vice President in executing the University's emergency response system and serving as a first responder for the Division with responsibilities that include:

Perform on-call emergency coverage for the Division including evenings, weekends, and periods when classes are not in session.

Provide on-site emergency preparation/response coverage as necessary.

Serve as a policy enforcement officer representing the Division at various University functions and events as determined by the Vice President.

Perform bereavement outreach and family liaison interactions in cases involving severe student injury and death.

Serve as a principal liaison with University Campus Police and Public Safety agencies on all matters of student life safety and serve on the University's Critical Incident Prevention Committee.

Provide strategic and operational oversight for the University's on-campus living program, including the supervision of traditional undergraduate residence halls, undergraduate and graduate apartments, and special interest and theme housing, and oversee all assessment initiatives for the department.

Provide direct oversight for the planning and execution and assessment of all programs associated with sustaining safe, inclusive, respectful, and academically and socially fulfilling residential communities on campus. These principal residential life programs include living and learning programs, common interest living communities, in-hall programming, in-hall student leadership development, roommate dispute resolution and mediation, resource referral and support assistance, staff selection and training, and promotion of campus diversity and equity.

Work directly with the University's Facilities Services Office on matters pertaining to the physical upkeep and maintenance of all residential facilities. Maintain and execute a comprehensive long range asset protection and improvement plan for all on-campus student living facilities.

Provide oversight of administrative systems associated with the University's on campus living program including room assignments and occupancy management,

data collection and analysis, customer services, automated systems and technology support programs, intersession and summer housing programs, and fall opening and semester closing operations.

Provide direct oversight for the formulation and administration of all aspects of the Department of Housing and Residential Life's annual budget and capital improvement funds as well as policies and procedures related to room rate development and billing.

Provide direct liaison functions with Enrollment Services, Campus Police and Public Safety, Dining Services, Health Services, Counseling Center, University College, Memorial Union, Dean of Students Office, Student Senate, Academic Deans, and various other campus agencies so as to insure collaboration at the highest level on all matters pertaining to the quality of on-campus living.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, spreadsheet, database management, and scheduling software; fax and copying machines.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in higher education, student personnel or a field related to an applied social science; Minimum of eight years of Student Affairs experience in positions of increasing responsibility; Minimum of five years of campus housing experience in a college or university residence hall system with an operating budget of at least 10 million dollars; Demonstrated knowledge of student development theory and its application to residential life and student affairs programs; Demonstrated experience in student development programming in a residence life setting; Demonstrated direct experience in student conduct and case adjudication; Demonstrated experience in staff and asset management; Demonstrated experience in financial and facility planning and evaluation; Demonstrated leadership in enhancing diversity in a University setting; Demonstrated strong verbal and interpersonal skills; Demonstrated proficiency in written communication skills; Demonstrated organizational skills; Demonstrated supervisory experience; Demonstrated ability to interpret institution policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others; Demonstrated ability to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports; Demonstrated ability to prepare and deliver oral presentations before small, medium and large groups of people; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience in student housing; Demonstrated experience with education on alcohol and substance abuse; and, Demonstrated experience in Greek affairs.

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