

Job Code 101245
Position#: (NUNC) (E)
Developed by: KMC
Reviewed by: DLJ
Approved by: AMC
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Director, HRL/Residence Education
DIVISION: Student Affairs (Housing and Residential Life)
REPORTS TO: Assistant Vice President & Director of Housing & Residential Life
GRADE: 14
SUPERVISES: Professional, clerical, student staff

BASIC FUNCTION:

Provide leadership and direction to Residence Education staff to achieve an environment that supports the academic mission of the University. Provide direct supervision to the Residence Education component of Housing and Residential Life, including the annual development of goals and objectives that maximize partnerships, resources, and relationships across the university focused on student retention and graduation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Lead the community development model that honors all members of our residential community and focuses on academic success.

Provide the necessary assessment, including the review of best practices, to propel our residential community forward.

Serve as the primary liaison with Academic Affairs for Housing and Residential Life.

Partner with the Dean of Students to oversee all aspects of the student housing community standards and student conduct program which includes direct supervision of conduct officers.

Supervise daily performance of full-time 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 and training, summer housing and conference supervision, programming coordination, production of staff manual, student governance 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, coordination with campus multicultural and diversity efforts, 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.

Share the coordination and oversight of freshman/sophomore and upperclass-focused programs specific to on-campus living.

Counsel, consult and advise students on an individual and 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 residence hall staff recruitment, selection, training and evaluation efforts.

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 community development and living/learning programs 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 and availability via pager.

Serve as liaison contact with Safety and Risk Management Office in matters pertaining to fire and life safety programs and code compliance.

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

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in student personnel or related field; Minimum three years of full-time professional experience in the area of residential life; Demonstrated management experience of out-of-classroom educational and developmental programs within residential communities/halls; Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated computer skills; and Demonstrated ability to working with diverse groups/populations. Must be able to work some evenings and

weekends on a periodic basis as business needs require. (This is a 12-month, live-out position.)

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