

HARRIS-STOWE STATE UNIVERSITY

POSITION VACANCY NOTICE

ASSISTANT DIRECTOR OF RESIDENCE LIFE

Harris-Stowe State University invites applications for the Assistant Director of Residence Life position. This position will report to the Associate Dean of Students. The Assistant Director of Residence Life is a Live-in position that plans and directs the administrative, operational, financial technology and programmatic aspects of residence life. He/she supervises the, Live-in Residence Life Coordinator and student staff. He/she directs the residential learning initiatives, training, assessment, and professional development initiatives; adjudicates lower-level judicial violations of University policies; participates in the monthly divisional meetings; addresses health and safety residential concerns; and completes administrative task.

Duties: Build an on-campus Residence Life Program that supports the holistic development of students, fosters community, and incorporates the University's Mission and Core Values into everyday residential living. Collaborate with the Academic Affairs to promote academic excellence through on campus initiatives; outline the Residential Curriculum. Supervise the Residence Life Coordinators and Resident Assistants. Develop and update a comprehensive departmental budget including rationale for all expense and income items, and make recommendations on room rates. Develop, interpret and revise departmental policies and procedures, track internal and external trends in the Residence Life programs and prepare projections on future residence life needs. Develop an effective communications system for students, faculty and staff input into the Residence Life program. Develop and implement an annual assessment program, including, but not limited to, selected residential student support services and programs. Oversee an annual residential marketing program, including the coordination of preparation and distribution of literature and public relations materials for Residence Life. Oversee the planning and implementation of residence hall programs promoting personal student development, a positive sense of community and a Responsible Living Environment conducive to academic pursuits. Oversee services and staffing to assist students with emotional health or social concerns and ensure that a student-centered crisis intervention program is in place. Coordinate efforts to provide programs and services that integrate the University's Mission and Core Values into the Residence Life Program. Oversee the development and implementation of a comprehensive program for recruitment, training, supervision and evaluation of all residence hall staff and student personnel. Administer the Residence Life application, contracting and assignment processes. Develop, disseminate, interpret and enforce residential regulations and the official conditions for residency in the University Housing contract. Assist the Associate Dean of Students with disciplinary infractions for residential students; develop educational sanctions to address behavior.

Oversee technological services for student residents and Residence Life Staff. Oversee the planning, budgeting and implementation of a comprehensive program of facilities management and deferred maintenance, integrating the Residence Life program into the campus planning process. Develop and maintain liaison relationships with appropriate academic, financial, administrative and student services units. Participate in the overall administration of the Division of Student Affairs and University by attending staff meetings, serving on committees, representing the Division and University as requested and cooperatively assisting colleagues. All other duties as assigned by the Associate Dean of Students and the Dean of Student Success.

Master's degree in Student Personnel, Student Affairs, Counseling, Higher Education Administration or related field is required. A minimum of three to five years of experience in Residence Life or Student Affairs at a central staff level and previous experience in Student Affairs with a working knowledge of functional units. Budget and facilities management experience required. Strong working knowledge and understanding of best practices for Student Affairs professionals. Ability to exercise appropriate human relations skills in the university environment. Salary commensurate with experience. Excellent benefits package.

Applicants must submit a cover letter summarizing their qualifications and experiences, resume, application, official or unofficial transcripts, and three professional letters of reference.

Instructions on how to apply may be found on the Human Resources home page
Applications will be accepted and reviewed until the successful candidate is chosen

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER