



**ASSISTANT DIRECTOR**

*Job Description*

**I. Basic Function**

The Assistant Director is a full-time position in the Department of Residence Life. The Assistant Director provides leadership and support to Brody Complex residence life professional staff to build positive, stable communities that foster opportunities for student growth, group interaction and self responsibility; and which provides the opportunity for students to participate in a variety of social, recreational, cultural and educational activities. The Assistant Director assists with departmental planning efforts and operational tasks as assigned.

**II. Responsibilities**

The Assistant Director is responsible for supervising the professional hall directors in Brody Complex in the planning and delivery of a residence life program for six residence halls of approximately 400 undergraduate residents each. Specific responsibilities include: supervision, development, and evaluation of full-time hall directors; consultation with regard to employee matters, student behavior, programming, student group advising; and on-call consultation/response for emergency situations. In addition, the Assistant Director is responsible for student staff recruitment and selection for the department.

**III. Duties and Responsibilities**

**A. PROFESSIONAL STAFF SUPERVISION**

1. Plan, direct, supervise and evaluate the residence life professional staff according to the objectives established for the department.
2. Assist with interpretation and implementation of Residence Hall and University policies and procedures.
3. Communicate weekly with assigned Resident Directors via regular meetings, memoranda, email, and personal contact.
4. Maintain informal contact with Resident Directors.
5. Play an active role in the professional development of Resident Directors.

**B. RESIDENCE LIFE PROGRAM**

1. Assist with recruitment, selection, placement, evaluation and personnel administration for area residence life staff members.
2. Ensure that safety and security procedures are established and maintained.
3. Provide on-call consultation and/or response for emergency situations.
4. Consult with Resident Directors for matters relating to student groups and activities.
5. Consult with staff about student activities to ensure compliance with university policies and procedures.
6. Serve as a resource person to student group advisors.
7. Identify, coordinate and provide resources and support to assist area residence life staff in developing staff training and programs for students.
8. Consult with staff about delivery of the programs and services to students.
9. Collaborate with other units as appropriate.

C. STUDENT BEHAVIOR

1. Coordinate systems and responses related to student behavior.
2. Consult with Resident Directors about matters relating to student conduct within the residence hall setting, and discuss alternative for handling problems in accordance with the Academic Freedom Report.
3. Provide guidance, direction, and evaluation of conduct pilot(s) in area.
4. Receive and review disciplinary procedures and reports for clarity and specific policy interpretation.
5. Consult with staff about student medical, physical, and mental health issues.
6. Consult and collaborate with other university units as appropriate related to student behavior.

D. STUDENT STAFF RECRUITMENT AND SELECTION

1. Develop recruitment materials and strategies to attract a mentor candidate pool which reflects the diversity of campus.
2. Design and direct mentor and senior mentor selection processes.
3. Coordinate logistical aspects and preparation of materials for mentor and senior mentors selection processes.
4. Design and conduct staff training related to interview skills and evaluation.
5. Collaborate with other staff as appropriate.
6. Maintain appropriate records related to recruitment and selection activities.

E. RELATED DUTIES

1. Assist with graduate assistant training series.
2. Participate in centralized planning efforts.

F. OTHER DUTIES ASSIGNED

1. Serve on Departmental, Divisional, and University committees as assigned.
2. Maintain appropriate records and administrative files.
3. Maintain liaisons with campus units and resources.
4. Participate in departmental/divisional meetings as appropriate.
5. Participate in departmental/divisional training and development activities as appropriate.

**III. Supervision Received**

The Director of Residence Life supervises the Assistant Director. Assistant Directors provide functional supervision. Verbal contact is expected on a regular and frequent basis. Written reports will be expected regularly. Periodic evaluation of the position and performance appraisal occurs with the Director. Decisions involving policy and procedures should be communicated to the Director, and are often made in consultation with her/him.

**IV. Supervision Exercised**

The Assistant Director supervises six full-time Resident Directors.

**V. Physical Effort**

Mildly disagreeable working conditions involve working in an environment with limited privacy and noise. The Assistant Director must respond to situations at any time of the day and night.

**VI. Minimum Qualifications**

One or two years of post-bachelor degree work, such as a Masters' degree in college and University Administration, counseling, College Student Personnel or a related field; three years of full-time (5-7 preferred) related and progressively more responsible or expansive professional experience as a professional hall director in a residence hall of more than 800 students; or an equivalent combination of education and experience.