

ELON UNIVERSITY
Position Description Format

JOB TITLE: Assistant Director of Residence Life
DEPARTMENT: Residence Life
REPORTS TO: Associate Director or Director of Residence Life
FLSA STATUS: Exempt (salaried employee).

SUMMARY:

Responsibilities of the position include overseeing management of 400-700 students in one of the six residential communities, supervising an administrative assistant and residence hall student staff; maintaining daily student contact; developing student leadership opportunities; area government and community involvement programs; serving as a judicial hearing officer; serving in leadership capacities for departmental efforts. (Full time, 12 month, live-in)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for total administration of residential communities within one's area of supervision.
- Recruit, select, train, supervise and evaluate student staff and a part-time program assistant.
- Develop student leadership opportunities and work to enhance area community.
- Promote staff teamwork and coordinate staff duty / area coverage.
- Support the development of residential Learning Communities.
- Maintain daily student contact within residential area.
- Create strong partnerships within the Student Life division and with other department's on-campus, including: faculty, security/campus police, dining services, academic support services, physical plant, and administrative offices.
- Promote departmental community development model, advise community Area Council, provide leadership to student staff for implementation and oversee area community development budget.
- Maintain accurate records regarding occupancy, room changes, maintenance requests, damage billing, laundry repair, etc.
- Provide appropriate referrals for students regarding academic, social, and psychological issues.
- Serve as a judicial hearing officer and support the divisional protocol regarding the student code of conduct.
- Serve in one or more capacities in support of the department and under departmental leadership:
 - Advise the Resident Student Association (RSA),
 - Coordinate staff selection process,
 - Coordinate student staff training/development/recognition,
 - Coordinate summer conferences and summer housing, and
 - Other functional area responsibilities as named by departmental leadership.
- Manage department projects/initiatives at the direction of the departmental leadership.
- Support divisional and departmental goals.
- Serve as an Administrator On Call (AOC) in the campus-duty rotation.
- Must have valid driver's license and be insurable by the college's carrier.
- Other duties assigned by the Associate Director of Residence Life.

SUPERVISORY RESPONSIBILITIES:

Direct supervision of one part-time Area Assistant and 8-10 student staff.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Master's degree required. Post undergraduate Residence Life experience preferred.

LANGUAGE SKILLS:

Ability to read and comprehend information related to the residence life/housing program.
Ability to define programs, collect data, analyze data, produce reports, and draw valid conclusion.
Ability to communicate verbally and in writing. Ability to compose correspondence.

MATHEMATICAL SKILLS:

Ability to apply basic computational skills and/or use calculator to do the same.

REASONING ABILITY:

Ability to define problems, collects data, establish facts, and draw valid conclusions.

OTHER SKILLS REQUIRED:

Knowledge of and experience using Microsoft Office package, specifically Word and Excel software. Experience with recognizing customer service concepts as they relate to working with primarily student and parent clients in a college setting.

CERTIFICATIONS/LICENSES:

None required.

PHYSICAL DEMANDS:

While performing the duties of the job, the employee is regularly required to sit, reach, talk, and hear. The employee is also required to stand, walk, stoop, kneel and crouch. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT:

The noise level in the work environment is moderately noisy and varies throughout the day. The employee must be able to focus on tasks while being positive.