



One of the most widely recognized campuses for engaged and experiential learning, Elon University; a private liberal arts university of 5,000 students (3000 residential) is located in central North Carolina. Elon sits within an hour of Raleigh and Chapel Hill and three hours from the Atlantic Ocean and Blue Ridge Mountains. Elon University offers programs leading to Bachelor, Master, JD and Doctorate degrees. Elon's learning communities have been ranked in the top 20 in the country by *US News and World Report* for the last five years. Elon's 5 core experiences include: study abroad, service-learning, leadership, internships/co-ops, and undergraduate research.

We are seeking an energetic, highly motivated, fun, and bright team players with strong student interaction, interpersonal and organizational skills for the position of **Assistant Director of Residence Life** (full time, 12 month, live-in). Responsibilities of the position include overseeing management of 400-700 students in one of our six residential communities, supervising an administrative assistant and residence hall student staff; maintaining daily student contact; developing student leadership opportunities; overseeing area government and community involvement programs; serving as a judicial hearing officer; serving in leadership capacities for departmental efforts.

ELON UNIVERSITY - Assistant Director of Residence Life

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: 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 Associate Director of Residence Life.
- Support divisional and departmental goals.
- Serve as an Administrator On-Call (AOC) in the campus-duty rotation (two weeks per year).
- 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 Administrative Assistant and student staff.

EDUCATION AND EXPERIENCE

- Master's degree required.
- Residence Life experience post undergraduate degree.

COMPENSATION

- Two bedroom apartment
- Competitive salary with health, retirement and life insurance benefits
- Vacation, sick leave, holidays and paid professional leave
- Full meal plan
- Opportunity to teach a first year transition course