AUBURN
Human Resources

Asst Dir, Residence Life

Job Description

JOB INFORMATION

Job Code	AE10
Job Description Title	Asst Dir, Residence Life
Pay Grade	SR10
Range Minimum	$53,620
33rd %	$66,130
Range Midpoint	$72,380
67th %	$78,640
Range Maximum	$91,150
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	7/30/2025 4:01:33 PM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Housing & Residence Life

JOB SUMMARY

Leads the day-to-day operations of Residence Life, including recruitment, selection, training, evaluation, and supervision of Residence Life staff. Serves as the primary crisis responder and coordinates the on-call rotation, determines appropriate intervention, and responds appropriately to ensure resident safety.

RESPONSIBILITIES

- Supervises full-time Area Coordinator staff including selection, training, on-going development, and evaluation. Indirectly supervises the graduate area coordinators and resident assistants. Makes decisions related to staff projects, professional development, placement, committee assignments, and disciplinary action. Fosters a positive and teamwork-oriented atmosphere, and oversees the Area Coordinators in their role as supervisors to graduate and undergraduate staff.
- Develops, guides, and facilitates staff training for all full-time, graduate, and undergraduate staff members. Designs and facilitates training for Area Coordinators when they are hired, as well as an annual retreat and on-going training based on staff needs. Provides leadership to graduate and student staff training by providing the overall vision for training, selecting training topics, ensuring that training complies with applicable federal laws and university policies, delegating tasks to Area Coordinators and graduate staff, and ensuring that training is executed in an effective manner.
- Leads student staff recruitment, selection, and hiring, including graduate and undergraduate staff, to ensure the successful hiring of all staff positions. Establishes the selection schedule and ensures that staff are selected in a timely manner in order to comply with university policies related to hiring. Makes final decisions related to new and returning staff hiring and placement to ensure consistency and a fair selection process while taking into account staff member preferences, team dynamics, area needs, and logistical considerations.
- Manages emergency and crisis situations by acting in an on-call capacity and providing leadership to full-time, graduate, and undergraduate staff. Coordinates the Area Coordinator on-call schedule, acts as a resource during an emergency, notifies others of critical situations, determines appropriate steps for staff to take during emergency situations, ensures that follow-up occurs, and responds to emergencies as appropriate.
- Responds to student and family concerns, including roommate conflicts, concerns for resident well-being, issues related to hall safety and security, and facilities concerns. Reviews and makes decisions related to the conduct final review process, including upholding, modifying, or denying requests. Works closely with campus partners to support student needs and make referrals as appropriate.
- Manages the day-to-day operations of the residence hall staff. Represents the department on various committees as a member of the leadership team. Provides direction to the Area Coordinators in staff

RESPONSIBILITIES

	community development, programming, area office administration, and daily operations related to safety and security. Ensures hall staff maintain a high level of service to residents and families through oversight of fall move-in, hall openings and closing, leased housing operations, and summer housing.
•	Leads departmental assessment efforts to ensure effective practices that produce high quality data. Administers annual departmental assessments, inlcuding the resident assessment and move-in survey. Works collaboratively with other departmental functional areas to develop and administer assessments that meet their needs. Oversees the semesterly Resident Assistant and Graduate Area Coordinator evaluation process through designing the evaluation, developing the timeline, and ensuring timely and accurate completion of evaluations for each staff member. Represents the department as a member of the divisional assessment team.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Higher Education Administration, Counseling/Psychology, or a similar field.	and	5 years of	experience supervising and managing the areas of responsibility, including residence life, staff and training development, student development, and student conduct.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of residential programming activities and operations	And
Knowledge of applicable laws such as the Clery Act, FERPA, VAWA, Title IX, and the Fair Housing Act.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Walking				X		
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.