AUBURN
Human Resources

Assoc Dir, Residence Life

Job Description

JOB INFORMATION

Job Code	AE39
Job Description Title	Assoc Dir, Residence Life
Pay Grade	SR11
Range Minimum	$60,320
33rd %	$74,390
Range Midpoint	$81,430
67th %	$88,470
Range Maximum	$102,540
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/27/2019

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Associate Director of Residence Life is responsible for advancing the vision, mission, goals, and priorities of the Residence Life department. This position will lead the residence life staff to facilitate the development of a community environment within each residence hall area and the entire department. This community environment will support as well as contribute to the intellectual, social, emotional, physical, occupational, spiritual, and cultural growth of the residents and staff.

RESPONSIBILITIES

- Serves on the department leadership team to provide vision, oversight, and assist in decisions related to Residence Life operations as well as the department as a whole. Serves on departmental committees to collaborate with other professional staff members and student employees in furthering the mission and vision of University Housing. Represents the department on campus-wide committees as assigned.
- Supervises and works closely with the Assistant Director of Residence Life to manage and support all programs, initiatives, and operations of Residence Life including playing a key role in developing inclusive and supportive residential programs, overseeing and managing the housing student conduct process, and responding to needs of supervisees,
- Develops and maintains the Residence Life budget and strategic plan. Provides strategic leadership in the development and management of initiatives and goals for Residence Life. Develops and oversees the implementation of Resident Life policies and procedures.
- Provides leadership and oversees programs which support student success including Residence Learning Communities, the Faculty in Residence program, and any new initiatives introduced for on-campus housing. Builds relationships with campus partners and works collaboratively with other departments to create and maintain programs that support student success and traditions.
- Administers the annual Resident Assessment to survey departmental programs, analyzes data and disseminates information to the department, campus partners and other stakeholders.
- Acts in an on-call capacity and responds effectively to student crises and campus-wide situations affecting students on campus including responding promptly, making quick decisions and adapting as necessary, and creating and carrying out communication to residents, parents, and stakeholders during and following any emergencies.
- Provides response and support to parents, students, and residents with elevated concerns about their residential experiences. Decides how to resolve issues as they arise, who needs to know about the issue including department leadership, other departments, or current residents, and how best to communicate those issues and resolutions.

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	
Master's Degree	Degree in Higher Education Administration, Counseling, or related field.	and	5 years of	Direct experience supervising and managing the areas of responsibility including residence life, staff training and development, student development, student conduct, and residential curriculum and budget planning.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of residential programming, administration and budgeting principles.	

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		
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.