



**JOB INFORMATION**

Job Code	AE10
Job Description Title	Asst Dir, Residence Life
Pay Grade	SR09
Range Minimum	\$47,800
33rd %	\$57,360
Range Midpoint	\$62,150
67th %	\$66,930
Range Maximum	\$76,490
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/17/2018

**JOB FAMILY AND FUNCTION**

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

**JOB SUMMARY**

Under minimum supervision and reporting to the Director, Residence Life, the Assistant Director provides leadership and oversight of the day-to-day operations of the Residence Life unit of AU Housing to ensure the residence halls are safe, welcoming, and inclusive.

**RESPONSIBILITIES**

- Under the direction of the Director of Residence Life, supervises all full-time Area Coordinator staff; guides staff in overseeing assigned residential areas, coordinates professional development opportunities, provides feedback and evaluation for performance, fosters a positive and teamwork-oriented atmosphere, and oversees the Area Coordinators in their role as supervisors to graduate and undergraduate staff.
- Provides leadership to departmental training programs for student and professional staff. Trains professional level, graduate, and undergraduate student staff to ensure compliance with university policies and applicable laws, as well as maintaining a high level of service to residents. Provides leadership through participating in meetings, facilitating training sessions, and providing the overall direction for student staff training. Identifies topics for training, implements training for new Area Coordinators within the first 30 days of employment, as well as providing on-going training. Develops and maintains content for online summer orientation programs for student staff and ensuring all staff complete the program prior to Fall training.
- Coordinates Case Management of Resident well-being concerns. Communicates with campus partners regarding student well-being (including but not limited to Auburn Cares, Health Promotions and Wellness, Auburn Global). Ensures student well-being by managing Emotional Support Animal process, overseeing well-being checks, and proactively addressing resident, roommate, and parent concerns.
- Provides leadership throughout the student staff selection process to ensure successful hiring of all student staff (graduate and undergraduate) positions. Leads the Area Coordinators in facilitating the various student staff selection processes, establishes the schedule, recruits, and oversees the mid-year hiring process. Participates in student staff selection and makes decisions related to staff placement while taking into account staff member preferences, team dynamics, area needs, and logistical considerations.
- Responds to emergency situations and acts in an on-call capacity. Coordinates the Area Coordinator on-call schedule, notifies others of critical situations, determines appropriate steps for staff to take during emergency situations, and participates in the AU Crisis Management Team (CMT), and trains professional and student staff in suicide prevention and intervention.
- Manages the day-to-day operations of the residence hall staff. Represents the department on various committees, completes applicable reports and day-to-day administrative duties, and oversees community development efforts of Area Coordinators. Guides Area Coordinators in coordinating staff efforts in community development, programming and area office administration. Ensures hall staff maintains a high level of service to residents through efficient follow through on tasks related to fall move-in, hall openings,

## RESPONSIBILITIES

and closings, occupancy management, assignments, departmental market initiatives, and summer housing operations.

## 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 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 in Housing/Residence Life with at least 3 of these years directly managing a program or service. At least 1 year experience managing full-time employees.

Substitutions Allowed for Experience Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## 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		
Walking				X		
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.