



Job Title	Assistant Director, Residence Life & Education	Job Code	SD0315
Pay Plan	A&P	Pay Grade	18
Union	Non-Union	FLSA Status	Exempt
Job Family	Student Development & Enrollment Services	Union Code	0
		Subfamily	Housing & Residential Life

Job Family & Subfamily Summary

Student Development & Enrollment Services Professionals develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

Housing & Residential Life Professionals are responsible for the direction of all residence hall operations for students. They may also administer off-campus housing programs.

Job Summary

Provides oversight and development to all student success initiatives within housing and residence life. This includes oversight and development of living learning communities and development and review of the residential curriculum.

Representative Duties

1.

- Oversees the assessment process to determine the educational impact of the residential curriculum
- Revises strategies of the curriculum year-to-year through comprehensive review
- Trains professional & student staff on curriculum implementation
- Collaborates and communicates with internal and external stakeholders on curriculum development and assessment results

2.

- Provides guidance and support to partners throughout the process of recruiting students
- Works to strengthen Living Learning Communities (LLC) through the development of new partnerships, academic connections, and LLC curriculum
- Supervises staff

3.

- Creates and implements assessment of the move-in process, closing, student learning, and satisfaction
- Coordinates Institutional Effectiveness process for the department
- Analyzes data and generates reports highlighting student learning and satisfaction

4.

- Works on student success process improvement team to implement new/revised strategies to increase student retention
- Serves in the housing assistant director emergency response rotation
- Leads departmental meetings
- Assists with opening and closing of residence halls
- Leads sessions for professional staff and student staff training

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience 1+ years of leadership experience OR 2+ years of relevant work experience with a Master's Degree 1+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.