POSITION ANNOUNCEMENT

Job Title: Assistant Director of Residence Life
Department: Student Affairs
Reports To: Assistant Vice President and Dean of Students
Level: 8
Prepared Date: July 19, 2016

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Responds to inquiries, problems, and complaints from students, staff, and parents related to living on campus. Assists at Orientation and other Admissions events to promote residential living on campus. Assists in coordinating and preparing communication regarding move-in information, room assignments and changes, and other frequently asked questions.
2. Assists in promoting, monitoring and reporting the retention of residents living on campus each semester. Maintains accurate reporting in the university database (Jenzabar). Records data and generates reports to inform the retention of student living on campus.
3. Assists in the management of the Residence Hall budget and in the operational functions including mail distribution process, front desk coverage, key distribution and collection, damage assessment, reporting and billing, maintenance requests and hall openings and closings, room checks, reporting and following up on housekeeping, maintenance and mover requests.
4. Assists in supervising and evaluating Resident Coordinators and Resident Assistants to effectively manage the daily business and concerns of residents and staff.
5. Assists with providing on-going training and development of the Residence Life Staff.
6. Ensures that a Resident Assistant and Advisor is on duty in the Residence Hall during the assigned shift/night. Provides coverage for duty hours as a substitute when conditions demand during week nights and in emergency situations. Schedules hours for front desk workers.
7. Promotes community standards among residents and staff. Recommends policies and procedures that improve environment and services of the Residence Hall and administers and enforces the university policies and procedures outlined for resident life. Updates the annual residence hall policies, rules and regulations.
8. Attends and promotes maximum participation in Residence Hall meetings and programs. Assumes an integral role in implementing a Wellness Model for programming which fosters the personal and educational growth of residents. Assists in the development and coordination of social, spiritual, cultural, and athletic activities for resident students through various university departments and programs.
9. Collaborates with other campus units to provide high quality services and works with other offices to resolve questions or concerns related to student housing and meal plans.
10. Assists in making recommendations for the purchase of furnishings and equipment, improvement of housekeeping services, and preventative maintenance and safety measures. Act to control unnecessary/unreasonable hall damages and vandalism.
11. Maintains effective working relationships with maintenance and custodial services, public safety, counseling, and other student support offices.
12. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities may include interviewing, hiring and training; planning, assigning and directing work; addressing complaints and resolving problems.

QUALIFICATIONS
The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
Bachelor’s degree in Education, Psychology, or related field. Master’s degree in Student Affairs Administration, Education, or related field preferred. Excellent planning, organizational, office, and interpersonal skills; ability to meet deadlines while handling distractions and interruptions. Must possess the ability to communicate and work with a temperamentally, culturally, and ethnically diverse student population. Demonstrated experience with and the ability to handle stressful and emotional people with sensitivity in varied situations. Prior experience in housing administration highly desirable.

This position requires the individual to live on campus in the Residence Hall and be available at any time of day or night for problem-solving and emergencies; and must be able to cover hours for Resident Coordinators and/or Assistants who may be unable to work due to illness or vacation.

TO APPLY
Please complete the application at http://www.madonna.edu/resources/human-resources. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY
A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.