

## Job Description

**Position:** Assistant Director of Residence Life

**Summary:** The Assistant Director of Residence Life (ADRL) will lead residential initiatives at ASMS. The Assistant Director of Residence Life will provide direct leadership for all programs, services, and activities related to residence life, and will work closely with the Assistant Director for Student Activities, Student Government Advisors, and other key stakeholders. The ADRL will be part of an on-call rotation and will supervise the Residence Life staff including Area Coordinators, Hall Coordinators, and Residence Life Assistants. The ADRL is a full time, live off, professional position.

**Department:** Student Affairs

**Supervisor:** Dean of Student Affairs

**Required Minimum Qualifications:** Master's degree in Student Affairs, Higher Education, Counseling, Student Development or other appropriate discipline and three years of relevant progressive experience in student affairs, or a combination experience from which comparable knowledge and skill may be acquired. Preferred Qualifications: Five years of relevant progressive experience in a residential setting, experience with a residential programming model, demonstrated record of collaborative residential learning initiatives. Experience working with adolescents.

**Classification:** Exempt, full-time, 12-month, and salaried

### Duties

#### Residence Life

- Develop and implement a residential programming model based on best practices in living-learning communities.
- Lead and ensure residential educational and social programming is provided for students on a regular basis in collaboration with the Assistant Director for Student Activities.
- Supervise students on campus and instruct them in appropriate behavior.
- Coordinate the annual cycle of residence life staff hiring and onboarding, including a regular update of job descriptions.
- Recruit, interview, select, train, supervise and evaluate residence life personnel.
- Hold residence life staff accountable for performance expectations, following policies and procedures and completion of daily responsibilities.
- Create a sustainable hall staff schedule and provide accountability for timesheets.
- Support residence life staff in implementation of student accountability and the student programming model.
- Lead residence life staff in preparing residence hall for move-in by developing themes, door tags, and maintaining floorplans. Provide residence life staff with meaningful professional development and opportunities to develop marketable skills.
- Receive and respond to concerns and complaints from students, parents, and/or other stakeholders.
- Select and train student leaders as part of the Jo Bonner Leadership Academy program, collaborating with the Director of External Relations.
- Train, supervise, and provide meaningful leadership experiences to Peer Advisors.

- Serve as the lead for all ASMS move-in and move-out logistics, communicating procedures to the school community and implementing the process from start to finish.
- Participate in student discipline proceedings and/or meet with students and families to provide accountability and support as needed.
- Inspect all residence halls for health and safety concerns on a regular basis.
- Conduct rounds throughout the campus to monitor health and safety of the students.
- Conduct room/safety inspections of student and live-on staff living conditions.
- Submit work orders for building needs and work collaboratively with maintenance to monitor preventative maintenance needs.
- Provide after-hours support and intervention. Responds to emergency situations as necessary.
- Contribute as a member of the ASMS STEM Leadership Academy summer camp team

### **Administrative**

- Develop and implement hall opening/closing procedures.
- Maintain updated occupancy roster and produce occupancy reports as needed.
- Maintain key control/inventory. Ensure key inventory is sufficient, organized, and readily accessible.
- Work with HR and Finance to maintain an inventory of residence life furniture and storage areas.
- Lead, coordinate, and/or attend meetings, including but not limited to department meetings, staff meetings, committee meetings, and one-on-one meetings.
- Be familiar with ASMS Emergency Procedures and implement as needed.
- Collaborate with Human Resources to ensure appropriate staffing levels.
- Lead and oversee communications with students, families, faculty, staff, and other community members regarding residential programs and services.
- Participate and provide staff with opportunities for personal growth and development through active membership and participation in professional organizations at state and regional levels.
- Exhibit fiscal responsibility for all Student Affairs budgets, including but not limited to the hall programming budgets.
- Serve as a partner in the student's total development by working with Academic Affairs, Admissions, Personal Counseling and other offices as appropriate.

### **Technology**

Computer proficiency, including Microsoft Office, web-based programs, social media networks, and email as a primary mode of communication/documentation.

Ability to learn and use software including, but not limited to Blackbaud, REACH, and access control software.

### **Continuous Improvement**

Serve on ASMS committees as assigned.

Support the school's Mission, Vision, and Values.

Assess and evaluate residence life programming and student conduct for reporting and to monitor student trends.

### **Miscellaneous**

Perform other duties as assigned by the ASMS President.

Assist with difficult or unusual tasks, resolve problems, and provide needed support with students, staff, families, and community members.



Promote a positive work environment that supports the professional growth of staff members while maintaining a commitment to student success.

### **Required Skills**

- Enforce and comply with policies and procedures of the ASMS Board of Directors
- Maintain a coachable spirit.
- Ability to work as a member of a team.
- Ability to communicate with the administration, faculty, staff, students and general public in a professional and effective manner.
- Establish and maintain productive, collaborative relationships with others.
- Relate to students with mutual respect while carrying out a positive and effective disciplinary program.
- Model standards of ethics, confidentiality, communication, and professionalism.
- Model strengths-based, growth-mindset approach to maintaining a strong school culture.
- Manage long-term projects.
- Meet schedules and deadlines.
- Plan and organize work.
- Follow through with directives.
- Maintain consistent, punctual, and regular attendance.

Performance is evaluated in accordance with the rules and regulations established by the President and Board of Directors.

### ***ASMS is a Great School***

*ASMS is an exceptional institution, and employees are tasked with continuously improving what makes us unique and great. Each ASMS employee should work to bring goodness to people within this community. When we talk about being "a great school," we mean working with our colleagues and students to hold firm to our mission, vision, and values while also holding each other accountable to the highest standards of integrity. Working at ASMS is about nurturing honorable relationships and engaging in daily interactions that result in graduating students each year and building statewide trust.*

