POS ITION TITLE:  Associate Director for Staff Development and Engagement  
DEPARTMENT:  Residence Life  
DIVISION:  Student Development and Engagement  
CLASSIFICATION:  Exempt (Annual Salary)  
SALARY GRADE:  E10  
ORDINATE’S POSITION:  Director of Residence Life  

POSITION SUMMARY:
The Associate Director for Staff Development and Engagement serves as a full-time, 12-month professional, coordinating and assisting in the management and development of residents living and learning environments through direct supervision of five Resident Directors and additional para-professional and professional live-in team members. The Associate Director must be able to support and promote the University’s inclusive Mission, its Catholic identity, its diverse student population, and its academic programming in the liberal arts and professional education and encourage staff in this regard.

ESSENTIAL FUNCTIONS
Staff Supervision and Development
- Serve as a member of the Residence Life leadership team; modeling collaboration and providing guidance, vision, and support to the entire department and division.
- Lead selection, supervision, development, and evaluation of staff; Resident Directors and Graduate Assistants and, in turn, the student staff they supervise.
- Foster a culture of retention through intentional forecasting and initiatives. Lead team in well-timed efforts to be ahead of student needs. Prepare team for intervention strategies and follow up to ensure efforts are meaningful and successful.
- Create and supervise onboarding and departure processes for all team members.
- Provide professional development to Residence Life and the division of Student Development and Engagement through many avenues including staying abreast of current affairs, organizing webinars, local and on-campus training and facilitation, retreats, presenting, publishing, attending conferences, etc.
- Mentor staff through caring supervision, intentional involvement plans, and career mapping.
- Actively use provided meal plan to build and foster relationships with staff and students.

Administration
- Work closely with Director and other central office team members on all processes and protocols, including proper communication with all constituents.
- Accomplish data collection and submit reports as required by departmental and university procedures.
- Manage various budgets, including staff training and development, programming, and marketing.
- Provide leadership and support for team members in regards to a variety of professional development opportunities including webinars, publishing, presenting, conference registration, budget use, and travel arrangements.

Student Interaction and Intellectual Growth
- Actively participate in small group initiatives on campus as a champion of our retention model.
- Oversee and assist in the promotion of community and individual development through programming and engagement embracing Student Development and Engagement themes of Wellness, Leadership, Globalization, and Service.

Campus Leadership
- Act as liaison with Student Development & Engagement, Business and Finance, Admission and Enrollment, University Advancement, and Academic Affairs.
- Actively participate in department, division, and University committees and teams as well as campus-wide events such as Commencement, PreviewGU, Homecoming, Orientation, and Community Meetings.
Student Conduct, Crisis Response, Counseling and On-Call/On-Duty Rotation

- Share week day/night, weekend and holiday on-call/on-duty responsibilities with other senior department staff members; serving in the up-call/support function for the primary on-duty personnel on a rotating basis.
- Establish, maintain, and distribute an on-call schedule consisting of Resident Directors, Graduate Assistants, and assistant property managers.
- Coordinate the training of on-call personnel and assess where ongoing training is needed.
- Serve on the Behavior Intervention Team as the representative of Residence Life.
- At appeal level, meet with and counsels students and/or provide appropriate referrals.

Development and Maintenance of a Clean, Safe and Functional Living Environment for Residents

- Act as a liaison to Physical Plant for management, repair, and beautification of all buildings.
- Act as a liaison to Bonded Services for cleanliness of residence halls and apartments.
- Work closely with Associate Director of Business Operations to ensure all fire drills, health and safety inspections, closings, and damage checks are performed by Resident Director and Resident Assistant team.

Knowledge and Skill Requirements:

Requires Master’s degree in student personnel, higher education, counseling or a related area, and experience in staff development and supervision, administration of residence hall operations, and facilitating student development programming activities. Previous experience with living and learning communities, first-year experience programs, international and diverse populations is preferred. Occasional evening and weekend hours are to be expected and embraced. Must have excellent administrative, oral and written communication skills; human relation, mediation, and training skills; and the ability to handle hostile environments/individuals. The ability to speak Mandarin, Hindi, or Arabic is a plus.

Supervision of Personnel:

Directly supervise Resident Directors and Graduate Assistants. Indirectly supervise Resident Assistants and Community Desk Attendants.

Marginal Functions:

Marginal Functions will vary with the specific assignment and depend on the particular unit or function for which the person is responsible. Consideration will be given on a case by case basis and reassignment of marginal duties will be made when appropriate. This job description shall include, but is not necessarily limited to, the above duties. May temporarily perform other duties assigned to maintain operations and services.

Contact with Others:

Internal: Has regular contact with students, the Vice President and Associate Vice President for Student Development and Engagement, Physical Plant, Campus Police and Safety, Faculty, and Student Development departments.
External: Has contact with parents, community organizations, and/or surrounding neighbors of the University.

Qualifications:

Education: Master’s degree in College Student Personnel, Education, or Counseling or related field.
Licenses and Certifications: A current, valid driver's license is required.
University Mission: Must be able to support and promote the University’s Mission.

Physical Requirements:

Must be able to meet the physical demands associated with a University housing environment. Must be able to walk the campus and to climb up to seven flights of stairs.

Working Conditions:

Work is performed in a busy office and University housing environment. Work involves a rotating 24/7 on-call duty schedule with occasional late night/early morning and weekend responsibilities.