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## Auburn University Job Description

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|--------------|---------------------------------|-------------|---------------------|
| Job Title:   | <b>Asst Dir, Residence Life</b> | Job Family: | No Family           |
| Job Code:    | <b>AE10</b>                     | Grade 34:   | \$44,300 - \$73,700 |
| FLSA status: | Exempt                          |             |                     |

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### Job Summary

Provides leadership for the daily operations of the Office of Residence Life.

### Essential Functions

1. Manages and leads the daily operations of Residence Life programs.
2. Provides supervision to multiple Area and Hall Directors.
3. Implements the Residence Life Conduct Process in coordination and consultation with the Dir, Student Conduct.
4. Develops and implements assessment protocols and reports for the Office of Residence Life.
5. Develops and implements training curriculum for Residence Life Staff.
6. May represent the Office of Residence Life on committees and collaborative projects at the request of the Dir, Residence Life.

### 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.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

|                          | <u>Minimum</u> | <u>Focus of Education/Experience</u>  |
|--------------------------|----------------|---|
| <b>Education</b>         | Masters Degree | Degree in Higher Education Administration, Student Affairs Administration, or related field |
| <b>Experience (yrs.)</b> | 4              | Experience in Housing/Residence Life programming or services                                |

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions 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 Required Knowledge

Knowledge of residential programming activities and operations.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/3/2012

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