
Auburn University Job Description

Job Title:	Asst Dir, Residence Life	Job Family:	No Family
Job Code:	AE10	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Under minimum supervision and reporting to the Director, Residence Life, the Assistant Director provides leadership and oversight of the day-to-day operations of the Residence Life unit of AU Housing to ensure the residence halls are safe, welcoming, and inclusive.

Essential Functions

1. Under the direction of the Director of Residence Life, supervises all full-time Area Coordinator staff; guides staff in overseeing assigned residential areas, coordinates professional development opportunities, provides feedback and evaluation for performance, fosters a positive and teamwork-oriented atmosphere, and oversees the Area Coordinators in their role as supervisors to graduate and undergraduate staff.
 2. Provides leadership to departmental training programs for student and professional staff. Trains professional level, graduate, and undergraduate student staff to ensure compliance with university policies and applicable laws, as well as maintaining a high level of service to residents. Provides leadership through participating in meetings, facilitating training sessions, and providing the overall direction for student staff training. Identifies topics for training, implements training for new Area Coordinators within the first 30 days of employment, as well as providing on-going training. Develops and maintains content for online summer orientation programs for student staff and ensuring all staff complete the program prior to Fall training.
 3. Coordinates Case Management of Resident well-being concerns. Communicates with campus partners regarding student well-being (including but not limited to Auburn Cares, Health Promotions and Wellness, Auburn Global). Ensures student well-being by managing Emotional Support Animal process, overseeing well-being checks, and proactively addressing resident, roommate, and parent concerns.
 4. Provides leadership throughout the student staff selection process to ensure successful hiring of all student staff (graduate and undergraduate) positions. Leads the Area Coordinators in facilitating the various student staff selection processes, establishes the schedule, recruits, and oversees the mid-year hiring process. Participates in student staff selection and makes decisions related to staff placement while taking into account staff member preferences, team dynamics, area needs, and logistical considerations.
 5. Responds to emergency situations and acts in an on-call capacity. Coordinates the Area Coordinator on-call schedule, notifies others of critical situations, determines appropriate steps for staff to take during emergency situations, and participates in the AU Crisis Management Team (CMT), and trains professional and student staff in suicide prevention and intervention.
 6. Manages the day-to-day operations of the residence hall staff. Represents the department on various committees, completes applicable reports and day-to-day administrative duties, and oversees community development efforts of Area Coordinators. Guides Area Coordinators in coordinating staff efforts in community development, programming and area office administration. Ensures hall staff maintains a high level of service to residents through efficient follow through on tasks related to fall move-in, hall openings, and closings, occupancy management, assignments, departmental market initiatives, and summer housing operations.
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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>
Education	Four-year college degree	Degree in Higher Education Administration, Counseling/Psychology, or a similar field.
Experience (yrs.)	5	Experience in Housing/Residence Life with at least 3 of these years directly managing a program or service. At least 1 year experience managing full-time employees.

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. Knowledge of applicable laws such as the Clery Act, FERPA, VAWA, Title IX, and the Fair Housing Act.

Certification or Licensure Requirements

None Required.

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: 9/17/2018
