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## Auburn University Job Description

Job Title: **Assoc Dir, Residence Life**

Job Family: No Family

Job Code: **AE39**

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

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### Job Summary

The Associate Director of Residence Life is responsible for advancing the vision, mission, goals, and priorities of the Residence Life department. This position will lead the residence life staff to facilitate the development of a community environment within each residence hall area and the entire department. This community environment will support as well as contribute to the intellectual, social, emotional, physical, occupational, spiritual, and cultural growth of the residents and staff.

### Essential Functions

1. Serves on the department leadership team to provide vision, oversight, and assist in decisions related to Residence Life operations as well as the department as a whole. Serves on departmental committees to collaborate with other professional staff members and student employees in furthering the mission and vision of University Housing. Represents the department on campus-wide committees as assigned.
2. Supervises and works closely with the Assistant Director of Residence Life to manage and support all programs, initiatives, and operations of Residence Life including playing a key role in developing inclusive and supportive residential programs, overseeing and managing the housing student conduct process, and responding to needs of supervisees,  
Develops and maintains the Residence Life budget and strategic plan. Provides strategic leadership in the development and management of initiatives and goals for Residence Life. Develops and oversees the implementation of Resident Life policies and procedures.
3. Provides leadership and oversees programs which support student success including Residence Learning Communities, the Faculty in Residence program, and any new initiatives introduced for on-campus housing. Builds relationships with campus partners and works collaboratively with other departments to create and maintain programs that support student success and traditions.
4. Administers the annual Resident Assessment to survey departmental programs, analyzes data and disseminates information to the department, campus partners and other stakeholders.
5. Acts in an on-call capacity and responds effectively to student crises and campus-wide situations affecting students on campus including responding promptly, making quick decisions and adapting as necessary, and creating and carrying out communication to residents, parents, and stakeholders during and following any emergencies.
6. Provides response and support to parents, students, and residents with elevated concerns about their residential experiences. Decides how to resolve issues as they arise, who needs to know about the issue including department leadership, other departments, or current residents, and how best to communicate those issues and resolutions.
7. Performs other duties as assigned.
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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>
<b>Education</b>	Master's Degree	Degree in Higher Education Administration, Counseling, or related field.
<b>Experience (yrs.)</b>	5	Direct experience supervising and managing the areas of responsibility including residence life, staff training and development, student development, student conduct, and residential curriculum and budget planning.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Knowledge of residential programming, administration and budgeting principles.

#### **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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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: 8/27/2019

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