

Housing and Dining Services



EASTERN ILLINOIS UNIVERSITY™

Title of Position: **Assistant Director for Residential Life and Conference Services**
Appointment: **12 Month Administrative & Professional**

Function of Position:

The Assistant Director assists with the overall operation of the residential life program by serving as a senior member of the Residential Life Leadership Team and by actively participating in University and Departmental Committees. Through effective management, administrative, and programmatic responsibilities, the Assistant Director creates a community environment conducive to the academic success and personal development of students consistent with the goals and objectives of the Office University Housing & Dining Services. The Assistant Director supervises and mentors a residential life staff consisting of full time Complex Directors, Associate Resident Directors, Senior Staff Assistants, and Resident Assistants in an assigned area. The Assistant Director reports directly to the Senior Associate Director of Housing and Dining and serves as the lead Residential Life Officer in the absence of the Senior Associate Director of Housing. This is an optional live-in or within the Charleston, IL city limits position that includes the expectation of eating in our university dining centers to promote community development and dining policy enforcement.

Description of Duties and Responsibilities:

1. As a senior residence life staff member, the Assistant Director provides direct supervision and mentoring to Complex Directors, Associate Resident Directors, and Administrative Staff, along with indirect supervision of other Associate Resident Directors, Senior Staff Assistants, and Resident Assistants.
2. Provides leadership and direction in the implementation of the Panther Success Residential Curriculum.
3. Assists in providing leadership in managing student conduct and crisis management. The Assistant Director represents the department at Student Support Team meetings comprised of Student Affairs Staff. In addition, the Assistant Director serves on the Senior Staff On-Call rotation and serves as one of the primary emergency contact person for the residential campus.
4. Provides overall direction concerning residential living relative to the day-to-day operations for the area while taking into account issues related to facilities management and dining services.
5. Establishes and maintains policies and procedures regarding room assignments, safety and security, keys, emergencies, and facility concerns that affect the residential area.
6. Participates in the creation and implementation of professional development and training opportunities for the residential life staff and other department and university sponsored events.
7. Monitors, approves, and audits funds and expenditures for the area.
8. Provides support and guidance for hall councils. Actively supports and/or advises the Residence Hall Association and the Eastern Illinois University Chapter of the National Residence Hall Honorary.
9. Facilitates awareness and provides leadership toward educating our staff and students in the areas of social justice and diversity education.
10. Participates in the recruitment, selection, training, and evaluation of residential life and conference service staff. Assists with the selection and training of support staff, building services staff, and dining service personnel.
11. Models professional standard of ethics.
12. Assists in the administering the student conduct process in conjunction with the Office of Student Standards.
13. Actively participates in the residential life strategic planning process.
14. Advises departmental committee(s) as directed by the Senior Associate Director of Housing.
15. Assists with the Summer Conferences Service program as the Assistant Conference Coordinator.
16. Attends regularly scheduled departmental meetings and provides weekly consultation with the Associate Director of Housing. Meets weekly with his/her full time professional staff; convenes area meetings which also include representatives from dining services, building services, and hall support staff, as needed;
17. Performs other duties as assigned by the Senior Associate Director of Housing.