

Title of Position: **Assistant Director of 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 Management 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 growth 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 Area Directors, Resident Directors, Associate Resident Directors, and Resident Assistants in an assigned area. The Assistant Director reports directly to the Senior Associate Director of Housing and Dining for Residential Life. This is a professional staff position that is required to live on-campus or live within the Charleston, Illinois city limits. The position includes the expectation of eating in our University Dining Centers to provide policy enforcement within the dining facilities and to promote community development for staff and students.

Description of Duties and Responsibilities:

1. As a senior resident life staff member, the Assistant Director provides direct supervision and mentoring to Area Directors, Resident Directors and indirect supervision to Associate Resident Directors, Administrative Staff, and Resident Assistants assigned to the area.
2. 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.
3. Facilitates and implements the departmental Panther Success Initiative within the residential area.
4. Establishes and maintains policies and procedures regarding area/building assignments, safety and security, keys, emergencies, and facility concerns that affect the residential area.
5. Participates in the creation and implementation of professional development and training opportunities for the residential life staff and other department and university sponsored events.
6. Monitors, approves, and audits funds and expenditures for the area.
7. Provides support and guidance for area hall councils. Actively supports the Residence Hall Association and the Eastern Chapter of the National Residence Hall Honorary.
8. Facilitates awareness and provides leadership toward educating our staff and students in the areas of social justice and diversity education.
9. 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.
10. Serves as the primary emergency contact person for the residential area.
11. Maintains daily office hours.
12. Models professional standard of ethics.
13. Assists in the administering the judicial process in conjunction with the Office of Student Standards.
14. Actively participates in the residential life strategic planning process.
15. Advises departmental committee(s) as directed by the Senior Associate Director of Housing.
16. Assists with the Summer Conferences Service program as the Associate Conference Coordinator.
17. Attends regularly scheduled departmental meetings and provides weekly consultation with the Senior 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;
18. Performs other duties as assigned by the Senior Associate Director of Housing, and the Director of University Housing and Dining Services.