

Chatham University

Job Description

Job Title: Associate Director of Residence Life

Position Reports to: Assistant Dean of Students

Position Summary:

The Associate Director of Residence Life position is a 12-month, live-on position responsible for supporting the mission of Chatham University, the Office of Residence Life, and the Division of Student Affairs. The Associate Director provides creative vision and leadership for residence education, community development, resident student support services, and oversees the Resident Assistant program. The Associate Director should be a positive role model who is committed to student affairs, residence life, co-curricular experiences, and the specific needs of our key student populations. The position serves in the on-call duty rotation and involves high student contact and evening and weekend hours.

Qualifications:

- Master's degree in higher education administration or related field with minimum of 2 years of professional work experience in residence life, student development and/or campus activities.
- Must be detailed oriented with excellent planning, organizational and management abilities, have strong nurturing/interpersonal communication skills both verbal and written, ability to maintain positive customer service relations, and continuously helpful attitude.
- Possess an understanding of student development, supervisor experience and a commitment to improving the lives of students' the ability to work in a team-oriented environment with emphasis on collaboration, a demonstrated commitment to diversity and tact and diplomacy in handling sensitive and/or confidential matters required.
- Demonstrated ability to remain calm in stressful situations, including conversing with upset students and family members.
- Excellent organizational, oral, written, and on-line communication skills.
- Ability to multitask, meet established deadlines and demonstrate initiative and flexibility.

Duties and Responsibilities:

- Participate as a committed team member of the Student Affairs staff in University and division committee work, projects, and overall community development.
- Aid with the management and oversight of the residence life/housing program, provide leadership to Residence Life student and professional staff, and serve as the Director in their absence.
- Supervise, select, mentor and train residence life staff, including providing oversight to all aspects of the Resident Assistant program.
- Develop and oversee community development initiatives and programs (i.e., Living Learning Communities, Residence Life Community Development Model, etc.)
- Serve as a student conduct officer responsible for meeting with, educating, and sanctioning students found responsible for violating the Honor Code, Residence Life policies, and university policies.

- Instruct 1 section of SDE 101 (Strategies for Student Success in College) in the fall semester. Mentor and supervise a Success Coach GA and maintain knowledge of university resources to help students navigate barriers.
- Oversee the 3-credit RA Intergroup Dialogues Course curriculum (IND 245: Fostering Inclusive Communities in Residential Settings) and serve as primary instructor.
- Address student academic, personal, and social issues and concerns in a timely manner and provide primary leadership for resolving resident student disputes through conflict resolution methods in the residence halls and apartments.
- Coordinate residential student support and success functions and services, including serving as a member of the university CARE Team.
- Serve in the on-call duty rotation and provide crisis response.
- Engage in residence life policy research and development and provide recommendations based on student needs and current trends in higher education.
- Perform other duties and special projects as requested and assigned by supervisor, Assistant Dean of Students, and/or Dean of Students.

Physical Requirements:

Hear: Continuous	Sit: 40%
Speak: Continuous	Stand: 25%
See: Continuous with 20/20 acuity	Walk: 35%
Stoop/Bend/Kneel/Squat: 10%	Write: 80%
Use telephone: 50%	Push/Pull: 5%
Use computer: 40%	
Reach above shoulders: 5%	
Fine hand manipulation: 25%	

Updated
01/30/2021