JOB DESCRIPTION

Associate Director - Student Housing for Residential Learning

Definition of Class
This is a supervisory position in which the incumbent provides overall direction to the Residence Education component in the Department of Student Housing. The incumbent supervises professional and paraprofessional staff, implements university policies and procedures for judicial hearings, and frequently makes decisions by exercising discretion and independent judgment.

Examples of Work Performed
Provides overall direction to the Residence Education component in the Department of Student Housing.

Provides student learning and residence education including designing, developing, implementing or enhancing academic support services; recruiting and involving faculty in programs and services; presenting programs and workshops on academic skills; incorporating satellite services from other departments; tutoring services; teaching related courses and ensuring a quality learning experience for each residential student.

Serves on a management team which participates in planning programs and activities for the department; develops, interprets and enforces policy/procedures, needs assessment and operational responsibilities.

Responds and investigates concerns of students, parents and other university personnel regarding any/all aspects of the residence halls; serves as a liaison to other university agencies; advises professional staff on crisis response and intervention, contractual reviews and communicates with the University Police Department and families of students in crisis.

Hires, trains, supervises, and evaluates Assistant Director, Area Coordinators, Graduate Student Hall Directors, Resident Assistants, Coordinator of Student Conduct and student employees; provides in-service and professional development opportunities.

Oversees the development, revision and printing of various departmental publications.

Coordinates residence life efforts in safety and security awareness. Develops and distributes information to residence hall students and serves as the department reporting agent for federal crime statistical summary.

Plans and schedules work for assigned staff, distributes work assignments, and ensures availability of adequate and proper resources to perform assignments.

Oversees and advises the Student Leadership Scholarship program and Residential Scholars program.

Coordinates leadership development programming series.

Coordinates special interest housing.

Oversees the residence hall judicial system including the training of hearing officers and student judicial boards; manages the judicial files and database.

Serves as a judicial hearing officer and administrative hearing officer.

Serves as a member of the departmental management team and other departmental, division or institutional committees as assigned.

Assists with the preparation and management of the budget for the Residence Education Offices.

Teaches Resident Assistant courses.

Performs similar or related duties as assigned or required.
Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Responsible for the development and implementation of residence life programs and activities to include the establishment of policies and procedures.
2. Supervises and coordinates work for professional and paraprofessional staff to include hiring, training, and evaluation.
3. Serves as advisor to students, faculty, and parents; acts as a liaison between the University and residents.
4. Coordinates the student residence judicial system to include training of judicial officers and student boards, reviews case loads, hears case outcomes, and manages the student files/database systems.
5. Coordinates annual scholarship programs, leadership development programming, and special interest housing.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to stand; sit; use hands to finger, handle, or feel objects, tools, or controls. The incumbent is occasionally required to walk; and climb or balance.

Experience/Educational Requirements:

Education:
Master’s Degree from an accredited four-year college or university in Counseling, Higher Education, Management, or a related field.

AND

Experience:
Three (3) years of experience related to the above described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment