Assistant Director, Student Housing- Residential Learning

**Definition of Class**
This is a supervisory position in which the incumbent has the primary responsibility for providing oversight and direction for the development, implementation and assessment of the Residential Co-Curriculum Learning Model. This position will coordinate activities consistent with support of co-curriculum, campus partner and faculty collaboration, student success and learning initiatives, undergraduate and graduate selection, training and assessment. The incumbent will also support Area Coordinators and cultivate relationships with University partners.

**Examples of Work Performed**
- Provide oversight for a comprehensive and progressive Residential Co-Curriculum Learning Model.
- Chairs residential co-curriculum advisement committee comprised of students, staff and faculty partners.
- Collaborates with Associate Director for faculty and staff involvement in the co-curriculum; tracks and analyzes data.
- Facilitates cooperation and collaboration with various campus partners.
- Provides oversight and management of co-curriculum sequencing and associated learning outcomes.
- Coordinates efforts relating to departmental academic initiatives (LLC, FIGs, SIG) placement and processes with housing staff.
- Establishes and maintains relationships with Residential College partners.
- Coordinates and manages ACUHO-I Internship Program and practicum experiences for the department.
- Develops and chairs a Graduate Selection and Community Assistant Selection Committee.
- Selects and chairs a Graduate Staff Training and Community Assistant Training Committee.
- Leads development opportunities for professional, graduate and departmental staff to engage in relevant learning relating to co-curriculum.
- Coordinate assessment initiatives and plan relating to departmental calendar.
- Collaborates with the Office of Institutional Research and Assessment to provide suggestions and oversight for assessment activities.
- Supervises staff.
- 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. Provides oversight for a comprehensive and progressive Residential Co-Curriculum Learning Model.

2. Collaborates with the Associate Director for faculty and staff involvement in the co-curriculum; tracks and analyzes data.

3. Coordinates assessment initiatives and makes recommendations.

4. Chairs residential co-curriculum advisement committee comprised of students, staff and faculty partners.

5. Supervises staff.

**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 talk and hear and use hands to finger, handle or feel objects tools or controls. The incumbent is periodically required to sit. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

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

- **Experience:**
  Two (2) 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.

Rev. 05/062015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/DEA employer. 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.