



## Assistant Director for Residence Life at Mississippi College

### **PURPOSE:**

Reporting to the Director of Residence Life, an Assistant Director of Residence Life at Mississippi College is responsible for leadership and management of a comprehensive residence life program designed to meet the needs of a diverse residential population, and supports the continuous development of both the professional and paraprofessional staff. The Assistant Director for Residence Life is responsible for the supervision of Area Coordinators and Lead Resident Assistants.

The Assistant Director of Residence Life position is a 12 month, live-on, full-time administrative staff position in Residence Life. The Assistant Director of Residence Life's responsibilities includes, but are not limited to, student guidance, conflict resolution, programming, fostering community, leadership development, crisis intervention, and facilities management.

### **RESPONSIBILITIES:**

#### **Administration:**

- Assist in the supervision of the Residence Life staff, including the Area Coordinators, Lead Resident Assistants, Resident Assistants, and other student employees.
- Assist in the development of departmental goals and learning outcomes consistent with the mission, vision, and strategic plans of the institution, Division of Student Life, and Residence Life.
- Participate in weekly professional staff meetings as scheduled.
- Meets bi-weekly with the Director of Residence Life.
- Meets bi-weekly with Area Coordinators.
- Participate in an on-call rotation throughout the calendar year to respond to incidents and emergencies, as they occur, for a residential population of approximately 2,000 undergraduate students.
- Respond to written and oral communications and conduct and attend meetings as required.
- Serve on departmental committees to address and serve larger organizational needs.
- Assist with planning and the coordination of summer orientation
- Supervise various Residence Life and Student Life Committees.
- Create and facilitate professional development for the Residence Life staff (RAs, Lead RAs, and full-time staff)

#### **Residential Curriculum**

- Supervise the following Residential Curriculum focus groups: Apartments, Upperclassmen or Freshman.

- Collaborate with Director for Residence Life and Area Coordinators to create, implement and assess Residential Curriculum.
- Create and facilitate training for Area Coordinators, Lead Resident Assistants, and Resident Assistants specific to Residential Curriculum.
- Assess and revise educational priority, goals, outcomes, and assessment measures for Residential Curriculum.
- Lead a bi-weekly meeting for the Residential Curriculum committee.
- Facilitate a monthly meeting for DRL, Area Coordinators, and Lead Resident Assistants.

### **Staff Supervision and Development**

- Recruit, select, supervise, train, and evaluate professional employees including Area Coordinators, and Lead Resident Assistants and Resident Assistants.
- Coordinate with the Director of Residence Life and fellow colleagues to design, facilitate, and evaluate educational staff development and training experiences for Area Coordinators, Lead Resident Assistants, and Resident Assistants.
- Hold bi-weekly one-on-one meetings with the Area Coordinators.
- Hold monthly meetings with the Lead Resident Assistants.
- Complete formal written evaluations of the Area Coordinators.
- Assist with recruiting, interviewing, and selecting professional and paraprofessional staff as needed.

### **Other**

- Attend at least one of the conferences offered during the academic year for professional development (MAHO, SEAHO, ACSD, etc.)
- Assist with various other student life events (Follies, Career Day, etc.) Notification will be given of this event in a timely matter.
- The Assistant Director of Residence Life position is a full-time position; therefore the staff member will only be allowed to take one class per semester unless otherwise approved by the Director of Residence Life.

### **QUALIFICATIONS:**

- Master's Degree required plus 3-5 years' experience working in a college or university residence life program, ability to establish and maintain strong collaborative relationships, experience with living and learning communities, programming design and implementation, budget and project management as well as supervisory experience
- Have an active and growing Christian faith.
- Strong administrative, interpersonal, and communication skills

### **BENEFITS:**

- Full-time employee benefits
- One-bedroom apartment,

- Utilities included (Cable, electricity, water, etc.)
- MC employee rate (\$25/month) and access to the Baptist HealthPlex
- Partial Meal Plan provided (~130 meals per semester)
- Tuition remission for one course per term after the first six months of employment
- Personal parking spot