DIVISION OF CAMPUS LIFE AND STUDENT SUCCESS
ASSISTANT DIRECTOR OF RESIDENTIAL EDUCATION & COMMUNITY PROGRAMS
Full-time: with benefits

Opening Date: September 09, 2014
Closing Date: Until Filled

BASIC JOB DESCRIPTION: The Assistant Director of Residential Education and Community Programs will report directly to the Executive Director of Housing and Residential Education. This is a full time (12 month) live-in professional staff member responsible for supervision of the Residential Life Coordinators (RLCs) staff and main functions of the residential and education programs operated by the Department in concert with the University’s values.

QUALIFICATIONS: Master’s degree in student personnel, higher education, or related field; having attained 2-3 years full-time post masters experience in residence life/housing/student affairs experience. Experience utilizing technology; advising within a residence life or student affairs program; demonstrated ability to train, supervise and evaluate professional and undergraduate student staff, teach job skills, and advise students; and mediation, intervention, problem solving, decision making, and emergency response. As a live in professional, the incumbent will be required to live in an on-campus apartment within a residence hall or student apartment complex.

ESSENTIAL JOB FUNCTIONS: The Assistant Director directly supervises four Residential Life Coordinators (RLCs) and approximately 2-8 mostly undergraduate staff members (Resident Assistants) as well as provides guidance for graduate assistants/interns. The AD coordinates departmental initiatives including, but not limited to, Living Learning Communities and themed housing, staff recruitment, training, programming, social justice projects, research, and technology; aides in sustainability and assessment efforts; maintains liaison relationships with a variety of offices and academic departments; serves as a primary judicial hearing officer for the university and advises departmental committees on a rotational basis; supports all committee work and other initiatives as assigned. The AD will work closely with the Living Learning Communities and the team of advisors in developing a comprehensive program that complement the academic curriculum. This person serves in a rotating on-call role for Campus Life. The AD will report directly to the Executive Director of Housing and Residential Education.

WORKING CONDITIONS: Requires some physical effort, i.e., some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth. This position has frequent hours outside the normal University schedule.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.