Assistant Director of Residence Life & Housing

Position Description

**Position Summary:** Birmingham-Southern College seeks an engaging, resourceful, and innovative individual to contribute to its student experience by enhancing connection and development within healthy residential communities. The Assistant Director works closely with the Associate Dean of Students & Director of Residence Life to provide leadership to the Office of Residence Life’s day-to-day responsibilities and to support the approximately 85% of the College’s students living in traditional and suite-style halls, campus apartments, and townhouses. The Assistant Director will be responsible for the selection, training, and supervision of paraprofessional staff members to provide an enhanced on-campus living experience. The Assistant Director will also be responsible for the residence education efforts including effective evaluation and ongoing assessment of initiatives created by residence life staff. Along with the Associate Dean and Assignments Coordinator, the Assistant Director will support other vital areas of the office that include supporting and overseeing the department’s co-curricular aspects, working with faculty, staff, and other academic staff to create a seamless environment between living and learning components of campus life. The Assistant Director will provide leadership and support to the Office of Residence Life’s work in promoting student engagement, academic success, personal development, and strong sense of community through the implementation of the residential curriculum. This is a twelve (12) month, live-in position with an on-campus apartment included in the compensation.

**Staff Supervision & Training:**
- Directly supervise undergraduate Community Coordinators and support the supervision of Resident Advisors.
- Coordinate staff selection, training, and evaluation efforts of all paraprofessional staff members. Trainings include fall and spring trainings, monthly in-service trainings, and other staff development programming/activities.
- Conduct biweekly one-on-one meetings with Community Coordinators to develop and review goals and outcomes, address concerns, recognize contributions, solicit feedback, and build meaningful relationships.
- Collaborate and Advise Greek House Managers in daily operations and maintenance of Greek houses.
- Assist with the oversight of the day-to-day operations of residence halls, apartments, and Greek housing and collaborate closely with the operations and housekeeping departments to identify and respond to concerns.

**Academic Initiatives, Intervention, and Assessment:**
- Further develop and implement a comprehensive community development programming model that enhances the on-campus living experience for all students.
- Support and assist with the development and implementation of residential learning communities (First Year Residential Experience, Sophomore Year Experience, etc.)
- Recruit, select, and train staff to assist with residential learning and development.
- Assist with the learning community room assignments with the Housing Operations Coordinator.
- Provide academic coaching for at risk Resident Assistants who may have fallen below required GPA.
- Identify collaborative opportunities with campus partners such as student success programs, academic advising, career services, library services, and the academic resource center to support residential student learning, faculty and staff engagement and involvement in the residence halls.
- Assist with large-scale, campus-wide Student Development programming including, but not limited to Orientation and Homecoming.
- Develop positive relationships with residential students and maintain an on-campus presence on weekends and evenings when appropriate.
- Coordinate departmental assessment efforts, including developing learning outcomes, assessment tools, and newly created competency clusters for programming designed for first-year students and upperclassmen.
**Administration:**
- Manage short and long-term projects and see them through implementation.
- Attend various meetings, oversee departmental committees, and serve on university committees as needed.
- Review and revise publications, including Residence Life training materials, the housing website, and other related documents.
- Manage area budget(s) related to educational and training initiatives, as assigned.
- Live in housing provided by the College and be available to support staff after hours.
- Serve as a resource and referral agent for students, parents, faculty, and staff.

**Conduct and Crisis Management:**
- Serve on the campus’s Care Team, providing updates and support to students of concern.
- Serve in the on-call duty rotation for the campus community of approximately 1,200 residential students, responding to crises including students of concern, facilities concerns, disorderly conduct, and roommate disagreements.
- Serve as a secondary conduct hearing officer by investigating cases quickly and efficiently, while observing due process.
- Uphold and enforce departmental and College policies and procedures.

**Minimum Qualifications:**
Master’s degree, preferably in student personnel, counseling, education, or related field and 1-2 years of professional experience in residence hall administration required. Excellent written and verbal communication skills are required. Applicants must be student centered and display a strong understanding of student learning and development. The ideal candidate will demonstrate a knowledge of and commitment to issues of diversity and inclusion, social justice, civic engagement, and global citizenship.

General knowledge of college student development and support services for common issues addressed in a college environment is essential. Qualified candidates should also possess the ability to promptly make appropriate decisions in crisis situations and remain knowledgeable of available resources on campus and in the local community. This is a full-time, live-in position with benefits.

**Organizational Structure**
The Assistant Director is an integral member of the Residence Life team, composed of the Associate Dean of Students & Director of Residence Life, Assignments Coordinator, 55 Community Coordinators and Resident Advisors. Residence Life falls within the division of Student Development, providing opportunities to collaborate and gain experience in other functional areas (including, but not limited to Student Involvement, Counseling, Career Services, Religious Life, and Multicultural Affairs). On-campus housing consists of eight residence halls (traditional and suite-style), Greek housing, and a 15-unit apartment complex. The AD reports to the Associate Dean of Students & Director of Residence Life and supervises Community Coordinators and Resident Advisors.

All qualified candidates should complete the BSC Application and submit a letter of interest and resume to careers@bsc.edu. BSC complies with the Child Protection Act and E-Verify. EOE.