The Assistant Director of Residential Life is an integral part of the campus student affairs program. The Assistant Director lives on campus and has primary responsibility for the supervision of 3 full time Hall Directors and the overall supervision of the Resident Assistant (RA) staff. The Assistant Director will supervise, evaluate, and implement staff training and development activities for approximately 48 RAs and professional staff. The Assistant Director will take a departmental leadership role in areas that include: proactive parent/family education and communication, diversity education and support, direction and support for RA programming, the refrigerator and the storage program and leadership of on campus summer conference services. Divisional assignments include work with the Sophomore Year Program, Judicial Affairs, Duty Staff training and other all campus committee assignments. The Assistant Director reports to and works closely with the Director in all phases of the operation.

General Duties:

a. Administer the Resident Assistant Program, with staff selection, training and development as the primary responsibility, including coordinating fall, winter, spring and inservice training workshops and local conference activities for RA/Head RAs. Plan and conduct staff evaluation; conduct (RA & HRA) staff meetings, coordinating the selection process for all RA staff positions.

b. Supervise, train and evaluate the Hall Director Staff. This includes regular supervision and support for HD staff.

c. Counsel RAs and students about personal, multicultural, social and educational matters and other concerns associated with the Residential Life Program.

d. Supervise and facilitate Residential Life sponsored programs for the residence halls and College campus; provide support and counsel for the RA staff in their teaching and programming efforts, in conjunction with the Student Affairs and Residential Life Staff, assess the program needs of the campus as a whole and facilitate programs with RAs or other interested students to address those needs; provide written evaluation and analysis of Residential Life program efforts.

e. Serve as a judicial hearing officer with occasional responsibility as a case presenter to the campus judicial board.

f. Lead departmental work involving proactive parent/family communication, intercultural and diversity education/support and 1-2 operational improvements for the Residence Life area.

g. Administer specific housing programs, including refrigerator rental program and student storage operation.

h. Participate in all facets of the Residential Life program including, but not limited to, coordinating the on campus aspects of the summer conference program, and occasional roommate mediation activities.

i. Live on campus and give time and assistance to residents as appropriate. While this position carries no specific residential responsibilities, the person is expected to become an active member of the community.

j. Utilize areas of personal expertise or interest to enhance specific aspects of residential life or campus life.

k. Serve on committees and be involved in housing department proposals and projects as necessary.

l. Communicate with the Associate Dean of Students/Director of Residential Life on an ongoing basis with regards to current Residential Life and campus issues and immediately with regard to critical or emergency situations.

m. As a member of the Dean of Students staff, participate in assigned student services functions and programs, and professional development activities.

n. Participate in the campus on call duty rotation with other student affairs staff members.

o. Serve on divisional and all campus committees which currently include the Sophomore Year program and the Student Concerns Committee.

p. Other similarly related responsibilities as required or assigned.
Skills/Qualifications:

a. Master’s degree in Student Personnel or Counseling required.
b. Bachelor’s degree; prior residence life experience and leadership.
c. Ability to skillfully counsel and communicate with students, administration, and staff in a cross-cultural environment, demonstrating knowledge, sensitivity and awareness of cultural differences.
d. Comfort and experience working in a collaborative organization, focused on grassroots change strategies in our work with students.
e. We seek individuals who bring a critical perspective to issues of diversity and multiculturalism. In that spirit, candidates of color are strongly encouraged to apply. Beloit College is an affirmative action and equal opportunity employer and has a strong commitment to diversity among its students, faculty and staff.

Compensation:

a. Salary commensurate with experience
b. Furnished apartment and meals when the dining area is open.
c. Domestic Partner and Pet friendly.
d. Professional development funding
e. Health and Dental Benefits
f. Parking space near residence
g. Laptop for professional use