



**Amherst College**  
**Office of Human Resources**

**JOB DESCRIPTION**

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Title: Assistant Director of Residential Life for Education and Engagement

Department: Office of Residential Life Reports to title: Director of Residential Life

Full Time: x Part Time: \_\_\_\_\_ Date Prepared: 3/7/2019

Pay Type: Weekly \_\_\_\_\_ Monthly X Months Per Year: 12 Hours Per Week: 40

Position Grade: SM-2 Regular Daily Work Schedule: \_\_\_\_\_

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## 1. Summary of Position:

The Assistant Director of Residential Life for Residential Education and Engagement is a 12-month, full-time position that reports directly to the Director of Residential Life. As a member of the Residential Life team, the Assistant Director will work to help create a seamless, consistent, and holistic experience for our students. The office focuses on the creation of communities that emphasize holistic student development for all in an environment that is challenging and supportive. The Assistant Director takes appropriate actions to support the College's efforts to create a respectful, inclusive, and welcoming learning environment for all.

The Assistant Director supports the continuous development of both the live-in professional and student staff (70 Resident Counselors). Together, with the Director of Residential Life; the Assistant Director sets a strategic vision for the education and curriculum for each residential community. Whether the first-year area or theme communities, residential life at Amherst College seeks to maintain a living community that is engaged and constantly evolving. The Assistant Director of Residential Life for Education and Engagement will forge relationships with other constituents at the college to foster growth, collaboration and fun.

The Assistant Director's work is central to multiple goals of the Office of Residential Life. As such, daytime, on-call, and non-traditional hours including nights and weekends are required. A semi-furnished, one-bedroom apartment (including all utilities) is provided in recognition that the Assistant Director's contributions are made throughout the week and in variable time frames.

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## 2. Principal Duties and Responsibilities:

### Residential Life Leadership (30%)

- Supervise a minimum of two Community Development Coordinators (CDCs). These live-in staff are the frontline of support for students, individually manage a quarter of the residence halls on campus and are responsible for a student staff of 9-13 Resident Counselors (RCs).
- Serve as a conduct officer.
- Provide leadership for educational efforts to support retention and student engagement in the residence halls.
- Aid in the assessment of educational initiatives within residence halls.
- Act as liaison with New Student Programs, to provide leadership on bridging living learning and programming on the first-year quad.
- Support the Assistant Director of Assignments and Operations to co-edit/develop office web pages and ideas.
- Assistant Directors share a separate director's budget with the Director of Residential Life of approximately \$14,000. Co-develop programming and administer and maintain departmental budget and residence hall programming budgets.
- Collaborate with various constituents in the support of student engagement in areas of

intercultural learning, inclusion, and conflict resolution.

- Support the Office of Residential Life with social life, party policy, and programming regarding sexual violence, drug, and alcohol education.
- Serve on campus-wide committees as deemed necessary by the Director of Residential Life or Senior Associate Dean.
- Participation in residence hall events, and campus-wide initiatives. Mentor CDC staff to be present and participatory in the College community.
- Work with student staff and broader student community to set high community standards. Uphold College policies governing residence hall communities.
- Train CDC staff to mediate roommate conflicts and disputes. Manage mediations which may become elevated and require more senior leadership.
- Effectively coordinate, implement, and assess high quality residentially-based programs.
- Attend regular/routine staff meetings within the department and the Office of Student Affairs.
- Participate in regularly scheduled individual meetings with students and supervisor.
- Serve as a liaison with Facilities department to help maintain a safe and effective living environment for students.
- Support the Assistant Director of Operations and Housing Assignments in maintaining inventory and compiling damage billing information.
- Submit annual reports to the Director of Residential Life each year outlining goals, progress, assessment, residential programs, and developing opportunities.
- Participate in a wide range of discussions about strategic planning for the department and the Office of Student Affairs.

#### Student Campus Support and Case Management (25%)

- Participate in the Tier-1 Administrator On-Call rotation schedule and respond effectively to crisis situations by following the AOC (Administrator On-Call) Manual.
- Work closely with the Associate Dean of Case Management, Case Manager, and Senior Associate Dean on crisis work and wellness interventions.
- Participate in Behavioral Intervention meetings as deemed appropriate.
- Actively participate in the Week in Review Meeting designed to review behaviors and responses to those behaviors from the previous week.
- In addition to Case Management and Community Standards, work closely with Keefe Student Health Center and the Counseling Center to support the health, safety, and wellbeing of Amherst students.

#### Community Standards (20%)

Manage at minimum, one third of the office's CSAP (Community Standards Adjudication Process) caseload, the more complex or serious community standards violations.

#### Staff Recruitment, Training, and Development (20%)

- Develop strategies for effective staff supervision and training for both professional and

student staff. Lead the team in recruitment, hiring, training, supervision, leadership development, and evaluation of Residential Life student staff (70 Resident Counselors).

- Facilitate professional training for all Residential Life staff members ensuring they serve as effective role models, mentors, and leaders for residents/residential staff. Provide opportunities for staff to create meaningful connections and camaraderie.
- Work with the director to foster a thriving, healthy, inclusive work environment. Encourage meaningful webinars, drive-ins and on-campus opportunities to enhance professional competency related to diversity and inclusion.
- Develop and manage the Applications and Hiring Processes for Resident Counselors.
- Design and manage the Fall and Spring Resident Counselor Trainings.
- Provide leadership for the development of Monthly In-service Trainings for Resident Counselors

Performs other duties/functions as requested (5%)

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

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### 3. Internal-External Interaction/Communication:

The Assistant Director will interact with several internal and external constituents. This includes, but is not limited to, all other offices within the Office of Student Affairs, the Amherst College Police Department, the President's Office, the Loeb Career Center, the Department of Athletics, the Office of Diversity and Inclusion, the Office of Communications, and many others.

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### 4. Education: (include certifications and licenses)

Required: Master's degree in Higher Education, Student Development, Counseling or a related field.

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### 5. Experience: (List specific skills necessary to perform this job)

Required:

- 2-3 years of experience in residence life.
- Strong interpersonal and organizational skills.
- Working knowledge of student development theory, demonstrated experience in conflict resolution and learning outcomes.
- Prior experience with supervision and demonstrated experience with residential student conduct/community standards adjudications.

- Evidence-based commitment to supporting a diverse student community. Commitment to fostering inclusive communities through leadership and programming.
- An acceptable criminal offender records information (CORI) check.

Preferred:

- Previous experience programming/promoting community living and or diversity initiatives.

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6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

- Lift, carry, push, and/or pull up to 20lbs. with assistance
- Outdoor elements – occasional exposure to fluctuations in temperature and weather conditions
- Visual – normal concentration
- Repetitive motions including hands, wrists, and fingers

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7. Decision Making:

- Ability to exercise sound judgment, exhibit resiliency under pressure, set priorities, and achieve goals.
- Participates in a collaborative approach making recommendations to management to establish guidelines/procedures/policies.
- Makes recommendations to management to establish guidelines/procedures/policies. Makes management decisions impacting the operations of the department.
- The Assistant Director will think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational structure.

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8. Supervision Exercised/Received:

Exercised: Directly supervise 2 Community Development Coordinators

Received: Minimal – instruction, advice and assistance available as needed. Review of work may be frequent but not usually detailed. Emphasis is placed on quality of completed assignments.

Supervisory Responsibility: Yes  No

Number of Employees Supervised: 2