

ASSISTANT DIRECTOR OF RESIDENTIAL LIFE

JOB SUMMARY/OBJECTIVE

Reporting to the Director of Residential Life, the Assistant Director of Residential Life is responsible for coordinating all building and community aspects for a section of the university's residential communities, including formulating a community development plan that focuses on individual student engagement and support. Responsibilities include the creation of safe, inclusive environments for residential students and support for students to be successful both inside and outside the classroom. The Assistant Director of Residential Life will hire, train, supervise, and evaluate paraprofessional staff members to assist in these efforts. Additionally, the Assistant Director of Residential Life may provide support to student organizations, international student support, campus programs, and will facilitate programs to support the retention, progression, and graduation goals of the university. The Assistant Director of Residential Life is a live-in, 12-month position.

RESPONSIBILITIES

- Maintain general operation of area residential communities, including budget management, facilities assessment, occupancy management, and communication with related offices and personnel including physical plant and housekeeping
- Recruit, train, develop, and supervise in-hall paraprofessional student staff, to include weekly meetings with student staff both individually and collectively
- Conduct performance evaluations for paraprofessional student staff to determine development and performance needs, create action plans to address individual needs and in-service programs for group needs
- Support student staff in pursuit of individual student relationship building and community development
- Oversee daily operation of the residence hall(s) including building opening/closing, distribution and collection of keys, monitoring of room inventories and room changes, and follow up on work orders
- Provide assistance to students experiencing emotional, academic, physical, and/or interpersonal difficulties, and refer them to other professionals when appropriate
- Assist with planning and implementation of Residence Hall Move-In and New Student Orientation
- Understand, support, and enforce campus regulations, including facilitating educational conduct meetings; and assign appropriate sanctions
- Confront and discuss behavior issues impacting individual rights, social justice issues, inclusive excellence, and community standards
- Support occupancy management efforts by coordinating opening, academic year, and closing inspection of rooms/facilities and reconciliation of student occupancy records
- Serve in on-call rotation for campus emergencies and provide in-hall duty coverage during open break periods
- Develop and implement programs to support students from diverse academic, spiritual, and cultural and economic backgrounds
- May support the oversight of campus clubs and organizations to implement student-led programming for the campus community, to include coordinating student organization registration and leadership development
- May assist Student Affairs in the transition and support of international students, planning and implementation of international student orientation, and program-planning focused on engaging the broader University community through cultural celebrations and awareness programming
- Maintain office hours and respond to student and stakeholder needs through visibility and availability

- Work evenings and weekends as necessary to fulfill expectations of the position
- Serve on university committees as required
- Other duties as assigned

SKILLS AND ABILITIES

- Strong verbal and written interpersonal communication skills, including active listening, critical thinking, persuasiveness, advising, and counseling skills
- A commitment to collaborating with faculty, staff, alumni, students and community partners in the holistic education of students
- Excellent organizational ability, high level of accuracy, and attention to detail

QUALIFICATIONS

- Master's degree in student development, higher education administration, college student personnel, or other related field
- General knowledge of the principles, practices, and trends of the Student Affairs field and a commitment to working with a diverse student body to further the work of creating a just and inclusive community
- Experience in University Housing and/or Residential Life
- Experience in Student Life, Campus Programs, and/or Global Engagement
- Demonstrated experience in conducting student leadership training programs, program planning and development, and assessment in a college environment

University of the Ozarks reserves the right to consider an equivalent combination of education, training, and/or experience necessary to perform successfully the major duties and responsibilities of the position.

APPLICATION PROCEDURES

Send a letter of interest, résumé, and three to five professional references to:
HumanResources@ozarks.edu

Applications received by Monday, August 9, 2021 will be assured of full consideration.
Anticipated start date: September 1, 2021

ABOUT UNIVERSITY OF THE OZARKS

About University of the Ozarks: Ranked in the Top 10 of Southern region comprehensive baccalaureate institutions by U. S. News & World Report, University of the Ozarks is a Presbyterian-related institution that blends liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The University has been rated as having the second most diverse student body in a 12-state region. The University serves approximately 800 undergraduate students on a beautiful campus in Clarksville, Arkansas, located along Interstate-40 approximately 90 miles northwest of Little Rock, and nestled between the Arkansas River and the Ozark Mountains. The University serves students from diverse religious, cultural, educational and economic backgrounds and welcomes students from throughout the U.S. and from more than 20 countries around the world. Knowing that diversity contributes to academic excellence and rich and rewarding communities, Ozarks is committed to recruiting and retaining a diverse faculty, staff, and student body. The University is especially interested in applicants with diverse backgrounds and experiences and those with a successful record of working with diverse students, including historically underrepresented minority students and other underserved populations. Recent campaigns have enhanced facilities, academic programs, and other campus initiatives. For more information about the University of the Ozarks, visit www.ozarks.edu