



## **Student Affairs**

University Housing and Residential Life

### **Assistant Director of Residential Life**

**Temple University** invites applicants for the position of **Assistant Director of Residential Life - Operations**

#### **SUMMARY OF POSITION:**

The Assistant Director of Residential Life – Operations serves as a member of the department’s leadership team and reports to the Associate Director – Staff Development and Administration. The Assistant Director shares in the comprehensive development and management of the residential life program grounded in student development theory that supports the mission of the Division of Student Affairs and Temple University. The Assistant Director is responsible for the overall coordination and implementation of departmental operational priorities for the residential life program housing approximately 6,000 students. Additionally, the incumbent will utilize competency-based development to directly supervise three or more full-time professional staff, as well as student workers and leaders within their assigned area. The position is a full-time, 12-month, and live-off appointment. Performs other duties as assigned.

#### **ESSENTIAL FUNCTIONS OF POSITION:**

- Serves as a member of Residential Life’s leadership team and assists in the development, implementation, and assessment of a comprehensive residential life program grounded in student development theory that supports the mission of the Division of Student Affairs and Temple University.
- Directly supervises 3-4 full-time professional staff and indirectly supervises residence hall professional staff and student workers and leaders within assigned area.
- Collaborate with partners from University Housing & Residential Life to coordinate, implement, and evaluate all operations (i.e. opening, break, and closing processes, damage billing, health and safety inspections, meningitis compliance, and front desk systems).
- Develop and implement professional and student staff training sessions for operational procedures.
- Collaborate with the Assistant Director of Residential Life – Student Behavior to coordinate the training and development of Campus Safety Security Desk Employees concerning Student Conduct Code, Community Living Standards, and Security Desk Protocol.
- Manage the comprehensive operations budget, while maintaining compliance with University procurement policies and procedures.
- Serve as the department’s liaison with campus partners, including Maintenance Operations, Assignments and Billing, Conference Services, Telecommunications, and Student Health Services.
- Oversees the residential life program in designated supervisory area, including academic initiatives and support services, student engagement and community development, and administrative processes.
- Serves in an on-call capacity and responds to student behavior issues as needed.
- Serves on departmental and divisional committees and lead projects as required.
- Serves as a liaison across the Temple University community and acts as a referral resource for faculty, staff, students, and parents.
- Accountable for all Temple University policies and procedures directly affecting the unit and assures support and collective conformance to the University’s Affirmative Action plans, goals, and objectives, contractual requirements and ethical practice standards establishing a secure, equal employment opportunity environment for all employees.

Note: This description incorporates most typical duties performed. It is recognized that other related duties not specifically mentioned may also be performed. The inclusion of these duties would not alter the overall evaluation of this position.

## **QUALIFICATIONS:**

### **Required -**

- Master's Degree in College Student Personnel, Higher Education Administration, Counseling, or closely related field.
- At least **four** years progressive, post-Masters live-in professional experience in residential life and central housing operations. \*
- Applied understanding of student development theory, including the impact of residential life on academic success.
- Knowledge of administrative systems and operational procedures and processes.
- Experience in building collaborative partnerships with faculty, administrators, students, parents/families, and community partners.
- Demonstrate experience supervising, developing, and motivating a large and diverse professional and student staff team.
- Experience working with diverse populations.
- Demonstrate crisis management skills, including problem-solving and critical thinking.
- Knowledge of budget development, tracking, and reconciliation.
- Ability to manage multiple collaborative projects and systems in a fast-paced environment.
- Excellent organizational skills and the ability to work independently and efficiently.
- Strong interpersonal, oral, and written communication skills.
- Must live within one hour of campus for on-call responsibilities and be able to occasionally work evenings and weekends.

An equivalent combination of education and experience may be considered.

### **Preferred -**

- Management of administrative systems and operational procedures and processes.
- Excellent project management skills and committee oversight.
- Experience with facility management, including opening new or renovated facilities.

## **BENEFITS AND COMPENSATION:**

In addition to a competitive salary, professional development funds, and benefits including tuition waiver options are available; moving expense, meal plan throughout the academic year, and eligibility for cell/smartphone reimbursement for on-call.

## **COMPLIANCE STATEMENT:**

In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the institution. Employees are also expected to understand and be in compliance with applicable laws, University and employment policies and regulations, including NCAA regulations for areas and departments that their essential functions cause them to interact.

## **HOW TO APPLY:**

To apply for this position and view other opportunities, please visit our website at [jobs@temple.edu](mailto:jobs@temple.edu). Please reference Req. **TU-17000110**. Please attach your letter of interest, résumé, and three references to our online system in one document. Temple University is an Affirmative Action/Equal Opportunity Employer with a strong commitment to cultural diversity.

If you have any questions regarding the position, please contact Shana Alston, Associate Director of Residential Life, at 215-204-4488 or [shana.alston@temple.edu](mailto:shana.alston@temple.edu), or visit our website at [housing.temple.edu](http://housing.temple.edu). Temple University is an Affirmative Action/Equal Opportunity Employer with a strong commitment to cultural diversity.