Assistant Director of Residential Life Posting

Temple University invites applicants for Assistant Director of Residential Life – Student Development & Community Engagement

SUMMARY OF POSITION:
The Assistant Director of Residential Life serves as a member of the department’s leadership team and reports to the Associate Director – Student Development & Assessment. 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 student development and community engagement initiatives 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.

PRIMARY DUTIES & RESPONSIBILITIES:
1. 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.

2. Directly supervises 3-4 full-time professional staff and indirectly supervises residence hall professional staff and student workers and leaders within assigned area.

3. Coordinates, implements, and evaluates all student engagement and community development initiatives focused on holistic student development for first-year, upper-class, graduate, and family housing students.

4. Oversees the Residence Hall Association and the hall councils to endorse student advocacy and self-governance.

5. Develops and implements professional staff and student worker development and community engagement training sessions.

6. Assists in the development and implementation of new student orientation programs for on-campus students, including Open Houses, Experience Temple Days, and Welcome Week programming.

7. Manages the comprehensive student engagement and development budget, while maintaining compliance with University procurement policies and procedures.

8. Oversees the residential life program in designated supervisory area, including academic initiatives and support services, student engagement and community development, and administrative processes.

9. Serves as a departmental liaison to Student Activities, Career Center, Wellness Resources Center, Athletics, Office of Orientation, Office of Student Leadership, Institutional Diversity, Equity, Advocacy and Leadership (IDEAL), and community organizations.

10. Serves in an on-call capacity and responds to student behavior issues as needed.

11. Serves on departmental and divisional committees and leads projects as required.

12. Serves as a liaison across the Temple University community and acts as a referral resource for faculty, staff, students, and parents.

13. 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
1. Master’s Degree in College Student Personnel, Higher Education Administration, Counseling, or closely related field.
2. At least four years progressive, post-Masters live-in professional experience in residential life and central housing operations.
3. Applied understanding of student development theory, including the impact of residential life on academic success.
4. Experience with student engagement and development programming, focused on first-year, upper-class, and graduate students’ developmental needs.
5. Experience building collaborative partnerships with faculty, administrators, students, parents/families, and community partners.
6. Demonstrate experience supervising, developing, and motivating a large and diverse professional and student staff team.
7. Experience working with diverse populations.
8. Demonstrate experience with crisis management skills, including problem-solving and critical thinking.
10. Ability to manage multiple collaborative projects and systems in a fast-paced environment.
11. Excellent organizational skills and the ability to work independently and efficiently.
12. Strong interpersonal, oral, and written communication skills.
13. 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
1. Experience with large-scale programmatic efforts focused on student engagement and development.
2. Experience with advising student groups.
3. Excellent project management skills and committee oversight.

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. Please reference Req. TU-16004787. 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, or visit our website at housing.temple.edu. Temple University is an Affirmative Action/Equal Opportunity Employer with a strong commitment to cultural diversity.