Assistant Director-Residential Curriculum
12-month position

Division: Student Engagement

Reports To: Director of Residence Life & Housing

Position Summary
The Assistant Director is a live in position and is responsible for developing and maintaining a healthy and positive community that addresses the academic, emotional, physical, psychological, social, and spiritual facets of the students in his/her living area. This position will support and develop the Residential Curriculum alongside the Director of Residence Life and Housing. This individual will fill in for the DRLH when the Director is not available. The Assistant Director strives to foster a sense of community through the intentional development of appropriate mentoring relationships with residents; through the initiation, direction, implementation, and evaluation of living area programs and operations; and through the supervision of Resident Assistants and staff members. The Assistant Director position is a 12-month, live-in position.

Responsibilities:
- Develop, plan and coordinate Residential Curriculum
- Support the Director with long range planning and goal setting for a residential program designed to uphold and enhance the quality of student life in a diverse campus setting
- Assist and coordinate the Housing assignment process
- Assist and coordinate Room Change Week (Fall & Spring)
- Coordinate Winter & Spring Break Housing
- Support the Director in coordinating Summer Move-In/Move-Out for the Summer Terms
- Assist with the Early Arrival Process with the Coordinator of Student Activities
- Develop positive and professional relationships with students by serving as a role model.
- Train, supervise, advice, and evaluate a team of Resident Assistants.
- Select, train, supervise, and evaluate a Desk Manager and Desk Attendants.
- Effectively communicate the mission and purpose of North Park University, the Division of Student Engagement, and the Office of Residence Life and Housing.
- Conduct weekly staff meetings, meet one on one with Resident Assistants weekly to coordinate programming efforts and develop meaningful goals for the living area.
- Maintain accurate resident lists and key inventories by directing and coordinating the opening and closing procedures for the living area at the beginning and end of each semester and during holiday break periods.
- Facilitate student moves and room changes throughout the year in conjunction with the Director of Residence Life and Housing.
- Direct the overall administration of the living area by monitoring and coordinating daily operations, residence life issues, and appropriate policies and procedures.
- Serve as a liaison between the living area and campus offices such as Physical Plant and Security when needed.
- Make referrals for students facing academic, personal, medical, and/or spiritual concerns to Student Services, Counseling Support Services, Health Services, University Ministries, etc.
- Assist in the student conduct process for residents in the living area.
Communicate interest in, and availability to, students by maintaining regular office hours, attending living area functions, and being visible in the living area and on campus.

Assist in crisis management and emergency response by being available to students and staff and serving in the “On Duty” rotation with the other Area Coordinators. Included in this but not exclusive are crisis around public health policies and support. This Serve on various committees as requested by the Director of Residence Life and Housing (Resident Assistant selection, Resident Assistant development, campus-wide programming, etc.). Participate in proactive team efforts to achieve departmental and university goals.

Hold office hours in the main Residence Life and Housing Office.

Attend and participate in key North Park University events such as, Gathering Days, Faculty/Staff Development Day, sporting and musical events, etc.

Support the mission and goals of the University, the division of Student Development, and the Office of Residence Life and Housing by assuming other responsibilities as assigned by the University President, the Vice President for Student Engagement, the Dean of Students, or the Director of Residence Life and Housing.

Qualifications:

A bachelor’s degree from a 4-year university or college. Master’s degree in Student Development, Counseling, or human services field strongly preferred.

A personal commitment to the Christian mission of North Park University.

Sensitivity to, and support for, multicultural issues and populations and diversity education.

A developmental understanding of college students and a desire to facilitate and encourage their development in a supportive and service-oriented environment.

The ability to effectively communicate with students, parents, administrators, faculty and staff members, and outside constituencies.

An entrepreneurial spirit with proven leadership skills and managerial abilities.

The ability to effectively coordinate many overlapping tasks and consistently meet deadlines.

Ability to traverse stairs in/out of living areas, Student Services Building, and Dining Hall.

Other Desirable Qualifications:

Previous residence life experience is strongly preferred.

A strong understanding of what it means to live in an urban environment.

CPR/First Aid certification.

Ability to drive University owned vehicles

Compensation:

Benefits include an unfurnished apartment (utilities included); meals while the University is in session; and other benefits extended to full-time employees.

NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.