

Assistant Director of Residence Education

Classification	Exempt, Full-Time, 12-month, On campus residency
Department/Division	Residence Life/Student Affairs
Reports To	Director of Housing and Residence Life

About King's

King's College is a Catholic institution of higher education animated and guided by the Congregation of Holy Cross. King's pursues excellence in teaching, learning, and scholarship through a rigorous core curriculum, major programs across the liberal arts and sciences, nationally accredited professional programs at the undergraduate and graduate levels, and personal attention to student formation in a nurturing community.

We offer competitive total rewards, tuition remission for employees and their dependents, 403(b) plans, and generous paid-time-off and holidays. Our culture is driven by our commitment to our mission, our community and our friendly, knowledgeable faculty and staff.

EEO Statement

King's College does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors. We celebrate diversity by fostering a welcoming and inclusive environment where each member of King's College feels respected with a sense of belonging.

Job Function

The Assistant Director of Residence Education assists in planning, organizing, and directing the daily functioning of student residential housing, including the supervision of hall staff, as assigned. The Assistant Director will spearhead, under the supervision of the Director, the residential education program at the College.

Essential Elements

1. Conceive and lead planning process and implementation for resident education including the development of a residential college model and residential curriculum.
2. Establish intentional partnerships with faculty, staff, and community partners to facilitate effective and intentional programming.
3. Develop programs and activities that promote caring, support, challenges, and responsibility that is consistent with the mission of the College, its Catholic identity, and values of the Holy Cross order.
4. Develop learning outcomes, assessment of learning, and continual improvement of the programs and services provided by the office with appropriate documentation.
5. Implement educational offerings, programs, and policies to encourage a safe, healthy, and positive student experience.
6. Create educational opportunities and the development of an environment that promotes cultural diversity and tolerance (racial, ethnic, gender, sexual orientation, and religion).
7. Communicate between all levels of the department through holding and attending staff meetings and individual meetings.
8. Develop and coordinate educational and cultural programming within college housing facilities.
9. Serve as a role model for students in an institution operated in the Holy Cross and Catholic traditions.
10. Serve on division, office, and college committees, as assigned.

11. Oversee the selection, training, and evaluation of undergraduate resident assistants and resident counselors with the Director of Housing and Residence Life and Hall Director(s).
12. Share college on call duty along with the on-call staff, as coordinated by the associate vice president for student affairs and the dean of students.
13. Coordinates housing selection processes with the Director of Housing and Residence Life and Hall Director(s).
14. Advises students, when appropriate, and referring students for assistance regarding issues related to academic, personal, and spiritual development.
15. Utilize various software programs to effectively support operations relating to residence life and student conduct, namely the College's housing software program, The Housing Director, for day-to-day Residence Life functions, Guardian for all conduct and Residence Life reporting, Blackboard for on-going meal plan maintenance, Ellucian for data management and Galaxy for photo ID regulation.
16. Coordinates and develops information used in the formulation of the strategic plan capital, operating budgets, policy, and regulations.
17. Conducts administrative tasks including but not limited to key control, maintenance reports, room changes, private room requests, room assignments, damage reports and logs, weekly reports, semester reports.
18. Serve in the role of conduct hearing officer for lower-level housing policy violation cases, hearing conduct cases as assigned by the associate vice president for student affairs and dean of students.
19. Facilitate Student Conduct Panel hearings in accordance with College policy, meeting requirements for fairness and due process. Prepares and issues decision letters to the accused students with the results of the hearing.
20. Act as a mandated reporter and a Campus Security Authority (CSA) in accordance with federal and Commonwealth laws, and College policies on Sexual Misconduct (Title IX), Child Protection, and the Jeanne Cleary Act. The assistant director is always a mandated reporter, regardless on if they are functioning as a member of the staff, student, friend, teammate, campus leader, or other.

Required Skills, Training, and Experience

- Master's degree in related discipline preferred, bachelor's degree required.
- Prior residence life experience is required.
- Willingness to continually review and employ high impact and best practices into the residential and overall student life experience.
- Desire to work as a member of a residence life and student affairs team working in a collaborative manner with faculty students, professional and administrative staff.
- Ability to be flexible working with students and other members of the professional staff.
- Excellent written and oral skills.
- Knowledge and use of Microsoft Office, Ellucian, THD, Guardian, Blackboard, Galaxy (photo ID system), and proficiency in using CROA and Slate.
- Significant experience and desire to work closely with students on an individual and group basis.
- Operate a motor vehicle with a good driving record and be approved by the College's insurance carrier and Human Resources Department.

Physical Conditions

Fast paced, high-energy environment. Must be a visible and active member of the King's College community. Evenings and weekends are required throughout the year. Prolonged periods of sitting at a desk and working on a computer and telephone. Must be able to lift 10-15lbs on a regular basis.

Remuneration/Benefits

- Salary with college benefits package.
- Meal plan when classes are in session or services are offered for employee.
- Furnished housing as determined by the director of housing and residence life.

- Professional development opportunities including attending a national conference each year with the approval of the Associate Vice President for Student Affairs and Dean of Students in accordance with college and departmental policy and dependent on funding availability in the College budget.

Internal candidates please submit your materials to hrjobs@kings.edu by 8/9/2023.

Interested candidates please submit your cover letter and resume including salary requirements to hrjobs@kings.edu.