

POSITION DESCRIPTION

JOB TITLE: ASSISTANT DIRECTOR OF CAMPUS LIFE

DEPARTMENT: CAMPUS LIFE

DIVISION: STUDENT AFFAIRS

SALARY:

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: CAMPUS LIFE DIRECTOR

SCHEDULE DETAILS: PROFESSIONAL/FULL-TIME/12 MONTH POSITION/PSRS

DATE OF LATEST REVIEW/REVISIONS: April 2024

Position Summary

Crowder College is looking for an Assistant Director of Campus Life to help build and maintain programs that grow the student experience and our future leaders through housing and campus life experiences. The Assistant Director of Campus Life works with the Campus Life Director and staff to promote a positive living/learning environment in accordance with the institution's mission, vision, and values. When the Assistant Director is winning, students are healthy and safe, events are well planned, organized and attended, and students are academically and socially successful.

Essential Job Duties

- Fosters student development and provides educational opportunities through student activities, intramurals, leadership opportunities, and student development, including Welcome Week activities.
- Works collaboratively with the Campus Life, Student Affairs division, and campus partners to foster campus-wide engagement for students, and help meet institutional strategic goals.
- Assists with the development and execution of campus events including budgeting, marketing, and evaluation.
- Responsible for communicating and maintaining proper residence hall policies and procedures.
- Promotes a safe and secure environment through awareness and safety programs
- Assists with written incident documentation, maintenance/custodial requests, and addresses policy infractions.
- Assists with Resident Assistant hiring, training, supervision, and evaluation, and fosters responsibility and servant leadership among RAs and student leaders.
- Assists the Director to assess student needs and concerns by surveying and seeking input from students.
- Assists with data entry and processing of applications, housing contracts, rate changes, room changes, meal plan changes, roommate requests, residence hall preference changes, contract terminations, and check-in/out for students during each semester and the end of the academic year.
- Collaborates with facilities and maintenance staff to ensure maintenance issues are addressed in a timely manner.
- Assists and responds to emergencies and incidents in the residence halls
- Participates in residential and campus life professional development which may include but is not limited to reading, attending professional development courses, and attending training and/or courses required by the Director and/or Associate Vice President of Student Affairs.
- Maintain weekend, evening, overnight and holiday duties shared with Campus Life staff.
- Support the overall mission of the College and Campus Life Department by performing all other duties as assigned by the Director and/or Associate Vice President of Student Affairs.

Required Knowledge, Skills & Abilities

- Bachelor's Degree
- Supervisory skills
- Proven ability to effectively communicate, in written or oral form, and follow procedures and instructions
- Interact with students effectively
- Ability to address policy violations appropriately
- Knowledge of current residence, student organization, and student life issues, theory, and practice. The applicant should have a strong foundation in Student Affairs and experience in residence life

- Ability to effectively plan, organize, implement, and evaluate programs
- Ability to establish and maintain positive working relationships with students, professionals, staff, and the public
- Understanding of and commitment to the community college philosophy and mission
- Must be able to comply with all terms of the "Employee Housing Agreement" (see attached)

Preferred Knowledge, Skills & Abilities

- Two years of college residence hall and campus life experience
- Master's Degree in student personnel, social sciences, higher education, or closely related field

Information Technology Abilities

- Ability to operate a computer within the Crowder College Network environment using the currently available Microsoft Windows operating system
- Ability to perform basic functions in Jenzabar and Maxient conduct software
- Ability to use E-mail and associated calendaring/scheduling applications
- Ability to perform basic functions using the Microsoft Office Suite and other associated programs

Positions Supervised

- Resident Assistants and/or Work-Study students

Working Environment

- Varies depending on events. Although generally indoors, there can be exposure to temperature changes, noise, dust and chemicals.
- Position works a year around schedule with responsibilities through times when students are on campus. Schedule must be flexible to the requirements of a residential setting and will require weekend and/or evening hours. Emergency on-call rotation is part of this position. Weekends, evening hours and rotations are developed in conjunction with the campus life assistants.
- A neat appearance and appropriate businesslike apparel are required.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Physical Environment

- Varies depending on activities. Position will involve mobility within the campus facilities and various sites indoor and outdoor sites.
- Ability to lift up to 50 pounds, work with residence life and campus activities supplies and equipment, etc.
- Input, access and distribute information using computers.
- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language/Communication Skills

- Ability to communicate effectively both orally and in writing. Excellent interpersonal skills with a proven ability to relate to students, faculty, staff, administrators and the community.
- Ability to read, write, speak and understand English

***CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. *THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."* THE AFOREMENTIONED POSITION REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.