

ASSISTANT DIRECTOR, RESIDENTIAL OPERATIONS

DATE POSITION AVAILABLE: July 1, 2009

APPLICATION DEADLINE: Position Will Remain Open Until Filled

APPLICATION PROCEDURE: Send letter of interest, resume, application and official transcripts to: Director, Human Resources, Tyler Junior College

JOB DESCRIPTION: This is a full-time, twelve-month position responsible to the director, residential life for the following:

1. Coordinating the Housing and Residential Life daily operations and supervising the area coordinator, resident directors, resident assistants, RHA (Residential Hall Association) officers, and student mailroom workers.
2. Monitoring and maintaining the student life programming budget for each residential facility. Manage all programming purchase orders and request by resident directors.
3. Enforcing disciplinary policies and procedures outlined in the Housing and Residential Life Handbook, and work with Coordinator of Student Judicial Programs on cases that violate Student Code of Conduct. Develop and maintain a mechanism for assessing and monitoring discipline decisions and sanctions.
4. Working with Area Coordinator to develop and maintain a system for hall assignments, roommate assignments, and hall/room changes.
5. Providing outreach materials and presentations to potential residents.
6. Coordinating all residential life programs with a focus on academic, personal/social/cultural and career success.
7. Coordinating and managing Residential Living and Learning FIG's (Freshman Interests Groups)
8. Coordinating the selection and training of residence hall staff (Head RA's and RA's).
9. Supervising the conception of and production of a bi-weekly/monthly residential life newsletter.
10. Coordinating the development and sustenance of an exemplary Residential Hall Association (RHA).
11. Serving as a vital member of the data gathering and evaluation team.
12. Serving as program liaison to identify community resources for residence hall program purposes.
13. Coordinating all staff (Area Coordinator, RD's, RA's, Student Workers, Secretarial Support) training and development. Provide training on an on-going basis.
14. Developing a RD/RA handbook of operation and providing on-going training
15. Assisting the Director with identifying an assessment tool that annually assesses the quality of all facilities
16. Annually monitoring and evaluating the effectiveness of each residential facility and staff member that reports to him/her.
17. Addressing parental and student concerns during and in the absence of the Director of Residential Life.
18. Submitting weekly, monthly, and annual reports on residential life environment and unit effectiveness.
19. Attending programs and social events in an effort to build community relations with students.
20. Performing other duties as assigned by the director of residential life.

REQUIREMENTS/QUALIFICATIONS:

1. Bachelor's degree or equivalent combination of education and experience **required**.
2. Two to four related experience and/or training highly preferred.
3. Demonstrated leadership abilities and organizational skills.
4. Evidence of good communication skills (oral, written, and computer) required.
5. Evidence of implementing best practice programs and services.
6. Interaction with all academic and support services of the College to promote the highest quality of life and education for resident students.

Salary Range: \$30,000-\$40,000

***This is a security sensitive position and a background check will be completed prior to hiring.**

OTHER BENEFITS: Exceptional employee benefit plan. Participation in Teacher Retirement System of Texas.

DATE OF NOTICE: June 17, 2009