



Assistant Director for Residence Life – Student Leadership & Staff Recruitment

Department of Housing & Residence Life

Job Description Overview

The Department of Housing and Residence Life is looking for new professionals who want to join our team of educators in our mission to transform students to enrich the world through living, learning, and leadership in our communities. Our team strives daily to enhance student academic and personal development by fostering a sense of respect for self, others and the community, placing an emphasis on diversity, encouraging personal and civic responsibility, while providing opportunities for leadership development.

Over 100 full-time, part-time and student staff are responsible for providing educational programs and services including 18 residence halls and apartments. The residence halls and apartments form smaller distinct and unique areas throughout the University of North Florida campus. Approximately 3,500 primarily undergraduate students live in our residence halls and apartments.

The University of North Florida is a member of the State University System of Florida and is a fully accredited, 4-year, public institution serving more than 16,000 students. UNF prides itself on its small campus feel where we truly believe and work to make students feel our motto: "No one like you. No place like this." Our campus also prides itself in our natural beauty, being situated on a nature preserve of 1,381 acres with several lakes and nature trails. The Atlantic Ocean and miles of beach are also just minutes from campus.

The Position – The Assistant Director (AD) supervises entry-level professional staff and oversees an area of 1500 residents. The AD also provides vision and direction for student leadership and staff recruitment for the Department of Housing & Residence Life. The AD serves as the senior advisor for residential student groups including both our Residence Hall Association (RHA) and National Residence Hall Honorary (NRHH) organizations. The Assistant Director leads the student and residence life professional staff recruitment and selection initiatives. The Assistant Director is committed to enhancing the quality of life on campus and providing a safe residential community by holding students accountable for their actions and treating students with consistency, fairness, and compassion. The Assistant Director will also serve in the on-call crisis rotation for the Department of Housing and Residence Life. The Assistant Director will be on-call for the Department and must maintain communication with the Associate Director for Residence Life on a 24/7 days a week basis through telephone and mobile phone. The Assistant Director is directly supervised by the Associate Director for Residence Life.

The Assistant Director for Residence Life is a vital member of the residence hall community and the Housing and Residence Life Staff. The Assistant Director is expected to work with the Associate Director, and other departmental staff in the development and implementation of management and learning initiatives for Residence Life.

For additional information about the Department, please visit our website at <http://www.unf.edu/housing/> .

Qualifications - Requires a Master's degree from an accredited institution in an appropriate area of specialization, preferably in College Student Personnel, Higher Education Administration, or College Student Development or related degree. A minimum of two years professional experience required. Live-in residence life experience is preferred. Progressive experience in developing and implementing staff supervision, recruitment, and/or student leaders is required. Understanding of issues of diversity; demonstrated leadership and effectiveness in promoting respect and appreciation for diversity and pluralism among students and staff required.

Compensation - The Assistant Director for Residence Life position is a 12 month appointment. The salary is \$45,000, live-on campus apartment with full University benefits and financial support for professional development as available. The Assistant Director for Residence Life is categorized as A&P employee. Staff members accumulate annual leave in addition to the official holidays acknowledged by the University.

To Apply - Applicants must complete a one-page application on-line in OASys at <http://www.unfjobs.org> , position #340230 and must upload all required documents to be considered for this position (resume, cover letter, and list of references). Upon completion of your application with attached documents, you will receive a confirmation number. Keep the confirmation number for your records. Applicants who do not apply on-line or do not upload all the required documentation will not be considered for this position. Initial review of applications will begin on July 3, 2017. Anticipated Starting Date is July 17, 2017 (negotiable). If you have any questions contact Fantei Norman at 904-620-5433 or email at fantei.norman@unf.edu .

University of North Florida is an Equal Opportunity/Equal Access/Affirmative Action Employer.