



HOUSING AND RESIDENCE LIFE
UNIVERSITY of NORTH FLORIDA

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Assistant Director for Residence Life – Student Leadership & Staff Recruitment

Department of Housing & Residence Life

Job Description

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 3500 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.

Responsibilities

The Assistant Director (AD) supervises entry-level professional staff and oversees an area of 1500 residents. The Assistant Director 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 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 Housing and 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.

Area and Supervision of Staff

- Oversee 4 communities in the Core of campus – Osprey Cove, Osprey Hall, Osprey Landing, and Osprey Village
- Direct supervisor to 3 entry-level, post-masters Residence Life Coordinators, 3 others indirectly
- Indirect supervisor of up to 50 paraprofessionals (graduate staff, RA, and LCA)
- Demonstrate care, compassion and follow through with student mental health and roommate related concerns
- Oversee residential conduct for residential area

Student Staff Recruitment and Selection Coordination

- Develop and coordinate student staff selection processes for the department. Including, but not limited to the following staff positions: Resident Assistant, Learning Community Assistant and Summer Conference Assistants
- Develop and implement a comprehensive recruitment plan and selection process timeline for departmental student staff positions
- Chair and manage responsibilities of recruitment & selection committee(s) for full-time and student staff

- Ensure that recruitment and selection processes meet the department's philosophy on establishing a diverse work force as well as meets University, state, and federal guidelines/laws
- Train constituents on how to effectively conduct interviews and selection processes
- Act as the review person for selection/hiring concerns
- Coordinate with the departmental personnel officer staff personnel paperwork
- Actively evaluate current selection processes and make changes/recommendations for improvement

Student Leadership and Advising

- Serve as the senior advisor to the residential student leadership
- Directly advise the Residence Halls Association (RHA)
- Oversee the National Residence Halls Honorary (NRHH)
- Oversee and mentor students aspiring to be Student Affairs professionals
- Mentor student leaders within these organizations and throughout the department
- Serve as student conference delegation advisor (FARH, FRAS, SAACURH, SAACURH Business Meeting, NACURH, etc.)
- Create and implement a leadership model to reflect mission/vision/values
- Create opportunities for student leadership recognition
- Collaborate with other departments to assist in student leadership development
- Provide advisor training during Fall Trainings and on-going advisor training/support
- Update an advisors resource section of professional staff manual
- Stay current on state, regional, and national trends associated with these student organizations
- Coordinate student leadership training/workshops for RHA, NRHH, and Area Councils
- Assist RHA in providing student leadership training each semester for area councils and student leaders
- Oversee organization's financial upkeep

Administrative Responsibilities

- Responsible for assessment activities for the Department and for producing monthly, semester/term, and annual reports and statistics
- Information distribution
- Assist with hall openings and closings when needed
- Monitor budget responsibilities within the position and student groups
- Respond to student and parent concerns; refer difficult cases to appropriate personnel
- Attend staff meetings and other meetings as scheduled
- Participate in the on-call duty rotation with other members of the Housing and Residence Life Leadership team
- Serve on applicable department, division, and university committees

Campus Security and Emergency Personnel Responsibilities

- Serve as a Campus Security Authority (CSA). This position has been designated as a CSA because it involves significant responsibility for student and campus activities and/or responsibility for campus security. As such, any person in this position must report to the University Police Department a crime or an incident that might be a crime that he/she becomes aware of. This position has a reporting requirement because the University believes that your responsibility for students, campus activities and/or campus security will make you someone members of the University community will see as an authority figure and someone to whom they can seek help. A CSA is not expected to investigate or determine whether a criminal incident actually took place. A CSA's responsibility is a duty to report. All positions designated as CSAs are required to complete an online or in-person training session.
- Perform specific job related duties at a designated on or off campus location or place of residence during declared campus emergencies.
- In the event of a declared campus emergency, the position incumbent will make every effort to return to campus when directed.

This job description provides an outline of major job functions but is not an all inclusive list. Through the course of the year there will be times where staff will be called to service based on the needs of the department that may not be outlined in a job description. Housing & Residence Life professionals need to be flexible and realize other duties will be assigned as needed.

The successful Assistant Director role models ethics and consistent/fair decision-making and support for the Department at all times (including a positive attitude). They also collaborate with Housing Operations Staff (i.e., assignments, maintenance, custodial, professional and clerical staff). The Assistant Director must be sensitive to multicultural issues and supportive of a diverse learning community. This position requires a positive, creative, self-motivated person with excellent interpersonal skills, willing to work in an environment requiring strong emphasis on providing superior customer service in conformance with the University's mission and values. The Department of Housing and Residence Life is an integral part of the Division of Student Affairs, and as such, is measured by the ability to successfully interact with students and to assist in their individual needs and concerns. To this end, the Assistant Director will often be required to demonstrate a caring and patient attitude, utilize strong organizational skills, conflict resolution skills, and ensure that every effort is made to create satisfied staff, students and their families.

UNF Diversity Statement

At the University of North Florida we are committed to providing an inclusive and welcoming environment for all who interact in our community. In building this environment, we strive to attract students, faculty and staff from a variety of cultures, backgrounds and life experiences. While embracing these concepts including our obligations under affirmative action regarding race, ethnicity and gender, the University is equally committed to ensuring that educational and employment decisions, including recruitment, admission, hiring, compensation and promotion, are based on the qualifications, skills and abilities of those desiring to work, study and participate in our University community.

Qualifications

- Requires a Master's degree from an accredited institution in an appropriate area of specialization, preferably in College Student Personnel, Higher Education Administration, 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

Remuneration

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.