Saint Michael’s College  
Job Description

Job Title:  Assistant Director of Residence Life/Coordinator of Alcohol Education and Programs

Department:  Student Life

Supervisor or Manager:  Director of Residence Life/Assistant Dean of Students

Date Created:  7/22/2005  Last Revised:  7/22/2005  FLSA Status:  E

Approved by (print name): ________________________  Signature: ________________________

Our Mission:  It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- Overall leadership, direction, administration and operation is provided for all residential student living areas
- Programs and initiatives to enhance student communities are developed and implemented
- Departmental expenses are managed to stay within budget
- A professional presence, in residence and across campus, is maintained at all times
- “On call” duty is rotated with other Assistant Directors for various needs of students and community 365 days a year
- A resource and referral agent, as well as advocacy on behalf of students in the campus community is provided
- The mission and a better understanding of Residence Life is promoted
- The judicial process for all students is administered
- Important campus resources such as Health Services, Student Resource Center, Safety and Security, Facilities and Academic Affairs are utilized by Student Life
- Campus-wide alcohol and other drug educational efforts are coordinated and/or tracked
- Support is provided to all campus constituents to develop and implement alcohol and other drug educational efforts

Essential Duties and Responsibilities:
- Assists with the process of room selection
- Manages the hiring, supervision, training and development of residential professional/paraprofessional staff
- Develops and implements programs and initiatives to enhance student communities
- Serves as a judicial hearing officer with all sanctioning capabilities
- Chairs departmental committees, serves on campus-wide committees and works on special projects
- Participates in “on call” duty rotation to respond to crisis situations, uphold all rules and regulations of campus, and maintain safety of students and community 365 days a year
- Serves as a resource and referral agent for students
- Promotes a better understanding of Residence Life among students, campus offices, faculty and off campus agencies
- Continually evaluates staff and program performance
- Coordinates various campus-wide alcohol-free programming, such as Friday Knight Dry and Alcohol Awareness Week
- Meets individually with all students transported to ACT I, The Correctional Center or Emergency Room for alcohol use/abuse and provides appropriate assessment of alcohol/other drug related problems and makes appropriate recommendations and/or referrals
- Implements alcohol education non-credit course for all students who were transported to ACT I, The Correctional Center or Emergency Room
- Works closely with staff and students living in G*R*E*A*T (Growing Recognition of the Effects of Alcohol on Thinking) Housing
- Coordinates and implements G*R*E*A*T Housing Room Lottery in conjunction with the Housing Coordinator
- Serves as advisor to student groups whose mission is alcohol/other drug education, such as the A-TEAM
- Creates and updates various campus publications on campus regarding alcohol/other drug information

Page 1 of 3
Saint Michael’s College
Job Description
Job Title: Assistant Director of Residence Life/Coordinator of Alcohol Education and Programs

Secondary Responsibilities:
- Provides assistance to staff regarding software problems and questions
- Actively participates in, assists with or advises a College activity or club
- Assists in housing assignment process for all first year students
- Oversees summer student housing
- Creates and continually updates staff handbooks for ADs, RDs, RAs, and ACAs

Positions Supervised:
- Graduate Resident Directors (1-3)
- Graduate Resident Directors staff (9)
- Resident Assistants/Apartment Community Advisors (7-25)
- Resident Assistant/ Apartment Community Advisor staff (manage 75)
- Student Staff Assistants (80)
- Work-study students (5-7)

Position’s Major Contacts:
- Vice President of Student Affairs/Dean of Students
- Assistant Dean of Students/Director of Residence Life
- Assistant Dean of Students/Director of New Student Programs
- Assistant Dean of Students/Director of Student Activities
- Assistant Dean of Students/Director of Multicultural Affairs
- Assistant Director of Residence Life/Sophomore Development Coordinator
- Assistant Director of Residence Life/Judicial Coordinator
- Assistant Director of Residence Life/Ambassador Program Coordinator
- Housing Coordinator
- Resident Directors
- Resident Assistants/Apartment Community Advisors
- Students and their parents
- Administrative Assistant for Student Life
- Health Services
- Student Resource Center
- Safety and Security
- Facilities
- Academic Affairs
- Local colleges and universities, law enforcement officers, hospital staff, correctional center staff, and ACT I staff

Demonstrates Excellence in this Position:
- Displays thorough knowledge of college student development theory and familiarity with the operation of a student affairs division at a college or university, specifically the housing/residence life program
- Possesses excellent organization skills on a personal and professional level
- Quickly adapts and reacts appropriately to unforeseen issues such as, but not limited to, medical/mental health concerns, physical altercations, sexual assaults, situations resulting from alcohol/other drug use/abuse, etc.
- Communicates skillfully in many forms including face-to-face contact, by phone and electronically, comfortable at all times with the constant communication of this position
- Connects well with students in many different settings outside of the classroom and especially those struggling with substance abuse issues

Education and Work Experience Required:
- Advanced degree or equivalent combination of education and experience
- Degree in College Student Development/Higher Education Administration/Counseling or other closely related degree
- Previous position as a Residence Director, or equivalent experience, required
- Demonstrated ability to supervise and communicate effectively
- Alcohol/Drug educational programming experience and/or previous work with students who have been intoxicated beyond control is helpful
Analytic Skills Required:
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

Language and Literacy Skills Required:
- Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

Computer/Technology Skills Required:

<table>
<thead>
<tr>
<th>Software</th>
<th>None</th>
<th>Working Knowledge</th>
<th>Intermediate</th>
<th>Highly Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Word</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Excel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Publisher</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft PowerPoint</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Outlook</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adobe Photoshop</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adobe Acrobat</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quark</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Datatel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet Research</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Licenses, Certifications and Other Requirements:
- Certification in Drug and Alcohol counseling helpful

Physical Demands:
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Assistant Director of Residence Life/Coordinator of Alcohol Education and Programs, occasionally the employee is required to lift and/or move up to 10 pounds.

The physical demands described here 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 a disability to perform the essential functions.

Additional Requirements for the Job:
- Expected to live on campus and eat in the cafeteria several times a week
- Capacity to maintain a regular presence on campus and campus activities above and beyond the 9am-5pm workday
- Availability to attend training before beginning job, as well as participate in ongoing staff development and training throughout the year
- Ability to accommodate regular hours, including various times of the night and weekends

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.