Saint Michael’s College
Job Description

Job Title: Assistant Director of Residence Life/Sophomore Development Coordinator

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
- Important campus resources such as Health Services, Student Resource Center, Safety and Security, Facilities and Academic Affairs are utilized by Student Life
- The judicial process is administered for all students
- Students are supported through the second year of their Saint Michael’s College experience
- Programs are developed and implemented to specifically address the needs of sophomore students

Essential Duties and Responsibilities:
- Participates in the professional and student staff selection processes
- Serves as a judicial hearing officer with all sanctioning capabilities
- 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
- 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 campus rules and regulations 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
- Meets and creates a plan for success with sophomore students who have been placed on academic warning, been found in violation of school policy, or who have been referred to the office
- Creates and implements programs to address sophomore issues such as the majors’ panel, study abroad panel, programs on sophomore slump and internship information sessions.
- Trains/serves as a resource for Residence Life staff on issues that sophomore students are facing and ways to improve the sophomore experience
- Supervises all programming efforts in sophomore and junior living areas on campus
- Coordinates the Honors Housing program and room lottery in conjunction with the Housing Coordinator

Secondary Responsibilities:
- Provides assistance to staff regarding software problems and questions
- Actively participates, assists or advises a college activity or club
Participates on the Retention Committee to discuss sophomore issues
Works with the sophomore class student government leadership to implement programs and address sophomore issues
Creates a focus group of sophomores to further understand how the College can serve this population
Continually works with faculty members, students and staff involved with the Honors Program to create a quality Honors Housing living experience for students

**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)

**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/Judicial Coordinator
- Assistant Director of Residence Life/Ambassador Program Coordinator
- Assistant Director of Residence Life/Alcohol Education and Programs
- 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, is comfortable at all times with the constant communication of this position
- Connects well with students in many different settings outside of the classroom

**Education and Work Experience Required:**
- Advanced degree or equivalent combination of education and experience (College Student Development/Higher Education Administration/Counseling or other closely related degree)
- Previous position as Resident Director, or equivalent experience, required
- Demonstrated ability to supervise and communicate effectively

**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.
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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:

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Licenses, Certifications and Other Requirements:
- None required

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/Sophomore Development Coordinator, 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:
- Must participate in on-call coverage for the campus on a rotating basis with other Assistant Directors of Residence Life
- 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 standard working hours
- Availability to attend training before beginning job, as well as participate in ongoing staff development and training throughout the year

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.