

## **ASSISTANT DIRECTOR OF RESIDENCE AND STUDENT LIFE**

Reports to: Director of Residence & Student Life  
Classification: Full-time, 11-month Employee  
Pay Status: Academic Management Support, Exempt  
Fringe Benefits per Board Policy  
Starting Salary Range: \$23,000 - \$28,000  
Residence hall apartment, food service, and cell phone allowance provided  
Revised: July 2019

This position is a member of the Student Services team who reports to the Director of Residence and Student Life. This position is responsible for assisting in implementing the residential curriculum and student life programs. This is a live-in position.

### **Essential Functions**

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

### **Duties and Responsibilities**

#### Residence Life

1. Supervise both residence halls, including on-call duty.
2. Conduct regular meetings of all residents as needed each semester to explain the rules, procedures, residence hall policies, disseminate general information, and provide opportunities for all residents to interact throughout the semester.
3. Maintain complete and up-to-date records of all room assignments, room check-in and check-out, damage assessment, and operational activities; provide up-to-date information to the business office to facilitate the collection of housing contracts and housing paperwork.
4. Provide leadership in emergency and problem situations and communicate all concerns to the Director of Residence & Student Life through written incident reports, meetings, and immediate oral communication when situation necessitates.
5. Assist the Director of Residence and Student Life with all student disciplinary concerns through appropriate investigation and resolution.
6. Serve as a Title IX Investigator for student cases.
7. Provide direct supervision for student housing security including door locks, mail delivery, emergency exits, and screening housing guests; implement safety processes including fire drills and health and safety inspections each semester.
8. Monitor and report any building maintenance issues within the residence halls in order to maintain a housing facility that is attractive, clean and safe.
9. Enhance retention efforts by promoting a sense of community and fostering student learning and development in the residence halls through implementation of the residential activities; initiate contact on a regular basis with students in the residence halls and become personally acquainted with each resident; manage and provide follow-up to resident needs and concerns.
10. Conduct regular meetings and evaluations with housing staff and resident assistants.
11. Provide leadership for the training of professional and student employees who compose the support staff within this department.
12. Assist in the publication of the residence hall handbook and other related written materials.

#### Student Life

1. Oversee student activities in reference to promoting, evaluating, and reporting on recommendations for future events to meet the needs of students.
2. Oversee formulation, development, and implementation of a comprehensive programming model for all students including commuter and non-traditional student populations at the Chanute campus;
3. Perform other miscellaneous duties as assigned by the Director of Residence and Student Life and/or Dean of Student Services.

### **Required Knowledge, Skills and Abilities**

1. Must possess a service mentality toward students, parents and others.
2. Excellent interpersonal skills.
3. Ability to work effectively with diverse populations.
4. Organizing and coordinating skills.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to exercise sound judgment independently.
7. Ability to provide a model of maturity and leadership to students and staff.
8. Ability to handle disciplinary issues as they arise in a firm, fair manner.
9. Willingness and ability to work as a member of a team.
10. Excellent computer skills.

### **Education and Experience**

1. Bachelor's degree required; Master's degree preferred.
2. 1-2 years of experience in residence and/or student activities preferred.

### **Working Conditions**

1. Work is performed in both a typical interior/office work environment and outdoors/many locations across campus.
2. Evening and weekend hours are required.
3. Some physical effort/heavy lifting is required.

### **Application:**

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and NCCC employment application to:

Human Resources Director, Assistant Director of Residence & Student Life, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to [hr@neosho.edu](mailto:hr@neosho.edu). Employment application available at [www.neosho.edu/careers](http://www.neosho.edu/careers).

Review of applications begins upon receipt.

### **Non-Discrimination**

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>