Title: Assistant Director, Resident Education & Development

Essential Function

Under general supervision from a designated administrator, assist in the administration, staff development, direction and supervision of residence halls.

Characteristic Duties

- Assist in recruitment, selection, training, and supervision of professional paraprofessional staff.
- Assist in the development and recommendation of policies and procedures.
- Coordinate assessment of residence hall damage charges.
- Assist in the instruction of Residence Coordinator classes.
- Liaison with university offices to provide services to residence halls.
- Chairs department committees.
- Prepare statistical reports as requested by director.
- Participate in professional activities.
- Represent Resident Development at cabinet level meetings as requested by director.
- Assist with coordinating, developing and updating publications.
- Assign work; ensure proper workflow of the unit; act as lead worker.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience in Student Personnel, Counseling, higher education or related field. Experience must be in residence hall administration or related field.

Last updated: December 2009

An affirmative action/equal opportunity institution