CLARK ATLANTA UNIVERSITY
Job Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Assistant Director of Residence Life and Student Development</th>
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<tr>
<td>Department:</td>
<td>Residence Life</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Director of Residence Life and Student Development</td>
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The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

**General Function (Description):**

The Assistant Director of Residence Life and Student Development position is a professional, full-time, on-campus live-in position. The Assistant Director will work toward creating a safe, team-orientated, academically-centered, socially-just, and environmentally responsible environment for students to live and learn. The Assistant Director is also responsible for the comprehensive management and supervision of assigned Resident Advisors and student residence halls. Under the supervision of the Director of Residence Life and Student Development, the Assistant Director of Residence Life and Student Development will work with appropriate campus units to develop and implement programs that align student life with academic life in the residence hall.

**Examples of Duties and Responsibilities:**

**25% Supervision of Student Staff**

- Hire and train Residents Assistants and Student Assistants
- Plan and organize on-going staff training and bi-monthly development sessions
- Conduct student staff evaluations each semester
- Create and oversee duty schedule
- Monitor job performance through weekly meetings

**25% Programming, Leadership, and Education**

- Develop and implement programs that enhance the place of residence halls as living and learning communities in support of student retention and graduation
- Oversee programming to meet the mission and goals of residential life (educational, social justice, and service learning focused)
- Lead efforts to coordinate large-scale events for residents
- Coordinate with campus-wide programs to ensure residential involvement
- Conduct and report assessment of student learning and development in the residence halls
- Collaborate with campus partners to provide educational and community development programming
- Conduct and evaluate program outcomes.
- Work with RAs and other student leaders to develop living areas with special interests; Collaborate with campus partners to provide educational and community development programming in the residence halls
- Advise council(s)

**40% Resident Director Team Member**

- Attend weekly Residence Life and Student Development meetings and other campus meetings as needed
- Develop, present, and participate in professional development training opportunities as assigned
- Represent the department by serving on university wide committees
Serve as a positive role model and mentor for new members of the team
Participate and present housing information during orientation or other special events

10% Resident Advocate

- Facilitate problem solving meetings amongst residents
- Act as a referral agent

Knowledge, Skills and Abilities:

- Ability to effectively communicate.
- Ability to work effectively with people from a variety of culturally diverse backgrounds.
- Computer skills

Minimum Hiring Standards:

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<tr>
<th>Education</th>
<th>Bachelor’s degree required Master’s degree (preferred)</th>
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<tbody>
<tr>
<td>Years of Experience</td>
<td>2-3 years residence hall experience</td>
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<tr>
<td>Years of Management/Supervisor Experience</td>
<td>2-3 years of supervising student employees or residential assistants</td>
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