



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 11/10/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: Yes

Title: Assistant Director of Residential Life and Housing – Staff Training and Development

Status: Full-time, 35 hours/week. Includes some evenings, weekends and/or holidays hours as required.

Grade: 12

Union Affiliation: PSA@RIC (Professional Staff Association)

Reports to: Director of Residential Life and Housing

PRIMARY PURPOSE:

The Assistant Director of Residential Life and Housing – Staff Training and Development is responsible for the overall recruitment, training and supervision of the Resident Assistants' (RA) program. In addition, the Assistant Director of Residential Life and Housing- Staff Training and Development is responsible for planning and executing all departmental professional development programs and events, including summer and winter RA staff training; RA-All Staff meetings, department appreciation events, and admissions open house residence hall tours. The Assistant Director will also serve in an administrative emergency on-call rotation. In addition, the Assistant Director of Residential Life and Housing may serve as the second in command to the Director of Residential Life, and may serve in their absence as the lead for the department.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Responsible for overall supervision of all Resident Assistants.
- Responsible for the creation and execution of a competitive RA recruitment and selection process.
- The individual ensures that the department is preparing the staff well to grow the residential population and enhance the living and learning environment for all resident students.
- Responsible for the creation and execution of a vibrant two (2) week Summer RA Training program to prepare RA's for serving as the community builders, programmers, knowledgeable resource, and initial responders of the College to crisis and other incidents, as well as a one (1) week Winter Training orientation session.
- Responsible for running monthly RA All Staff Meetings to ensure departmental goals are being met, group dynamics remain strong, and communication amongst the larger staff is clear.
- Develop and execute paraprofessional staff appreciation events such as the RA Holiday Party, RA Appreciation Day, and the end of year Residential Life Banquet.
- Responsible for the development of an RA programming model, designed to enhance the residential student experience.
- Responsible for updating the RA Manual, including developing policies and procedures that will enhance the functionality of the residential life department.
- Create an RA evaluation system to ensure paraprofessional staff are performing to their highest potential.
- Serve in Administrator On-Call rotation with other members of the Student Success team. The on-call rotation includes supporting staff and potentially responding to emergencies in all areas of residential living.

- Develop and implement surveys to assess needs of the resident population and propose programming needs based off this data to aid in the retention of residential students
- Create educational objectives, philosophy and goals for the residential life department to enhance the residential living environment.
- Responsible for aiding the Director in the training of any new professional residential life live-in staff members.
- Work with Admissions to coordinate open house tours and RA involvement in student recruitment.
- Provide support on departmental day-to-day operations (crisis management, parent contact, student services).
- Serve on related-college committees.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Director of Residential Life and Housing

REQUIRED QUALIFICATIONS STANDARDS:

Education:

Master's degree in Counseling, Student Personnel Administration, Higher Education or related field.

Experience:

- A minimum of 3 years' post Master's degree full-time experience in residence life or related field.
- Experience supervising staff.
- Experience with crisis management.

Skills, Knowledge and Abilities:

- Commitment and ability to create and maintain a diverse, multicultural community.
- Excellent oral, written and interpersonal communication skills.
- Excellent problem-solving, organizational, intervention and crisis management skills.
- The ability to think creatively and in a budget conscious manner.
- Experience working with a diverse student population.
- Ability to work non-standard hours.

PREFERRED:

Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.