

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ASSISTANT DIRECTOR, RESIDENCE EDUCATION

Reports To: Designated Supervisor

UW Job Code: 3055

UW Job Family: 35 - Student Service Management Support

SOC Code: 39-9041

FLSA: Exempt

Pay Grade: 22

Date: 7-1-06 (revised 7-1-08; 7-29-14)

JOB PURPOSE:

Provide leadership, supervision, and development for the Residence Education staff and initiatives. Represent the Residence Life and Dining Services department on campus coalitions and task forces, and manage the operations of the residence halls.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the direct supervision of Residence Coordinators staff, and indirect supervision of the Graduate Residence Coordinators along with 80 Resident Assistants.
- Manage the Residence Education conduct system and work closely with the Dean of Students Office to ensure students understand personal responsibility and contribute to a safe and secure campus community.
- Manage the programmatic activities for the residence halls; steer these activities toward an increasing coherence with student growth and development goals; compose reports that appraise success toward these goals and suggest programmatic modifications.
- Co-manage the summer conferences program that includes many new student orientations, adult and juvenile groups throughout May, June, July, and August.
- Shape protocols for interactions with students, parents, student groups, and other units within Residence Life and Dining Services and on-campus; formulate responsive protocols to meet student needs.
- Review and recommend improvements that further the application of University policies and regulations; frame suggestions that enhance effective response to emergencies; in concert with other units within Residence Life and Dining Services and on-campus; formulate responsive protocols to meet student needs.
- Develop training curriculum for the residential staff that increases effectiveness toward desired outcomes as well as amplifies cross-departmental collaboration and coordination of resources.

- Represent Residence Life and Dining Services on campus-wide committees and extend the coordination of similar programmatic endeavors aimed at achieving pre-designated outcomes.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

COMPETENCIES:

- Individual Leadership
- Collaboration
- Strategic Planning
- Innovation
- Developing Organizational Talent
- Meeting Facilitation

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in a related field**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Comparable-sized housing project operations.
- University policies and regulations involving students and departments.
- Advanced coordination and supervision of work schedule and workforce.
- Office policies, practices and procedures.
- Emergency response policies and procedures.
- Report and technical writing.
- Data compilation, manipulation and reporting.
- Appropriate counseling techniques and procedures.
- Familiarity and use of University services and referral processes.
- Customer service standards and procedures.
- Dynamic training techniques and applications.
- Resident safety and security regulations, policies, procedures and practices.
- Student recruitment and retention issues.

Skills and Abilities to:

- Provide appropriate advice or counsel applicable to University, state, federal, or local regulations.
- Create an environment conducive to academic pursuits for students.
- Mentor student groups.
- Supervise others and guide project leadership.
- Direct administrative/procedural decisions and judgments.
- Oversee the organization, prioritization, and scheduling of work assignments.
- Promote a cooperative work environment.
- Resolve customer complaints and concerns.
- Collaborate effectively with a wide range of constituencies in a diverse community.
- Investigate and analyze information and draw conclusions.
- Develop and implement resident safety and security regulations, policies, procedures and practices.

WORKING CONDITIONS:

Housing/office environment; regular noise exposure; occasionally subject to fire hazards or temperature changes; some exposure to dangerous situations from domestic, suicidal, or other resident disturbances.

DISTINGUISHING FEATURES:

Area Coordinator, Residence Life & Dining Services: Oversees the operation of a set of residence halls and student programs. Functions under limited supervision; while guidelines and procedures are provided, circumstances often require relatively independent judgment. Solves complex problems, and interprets policies and procedures for students, parents, and other university officials.

Assistant Director, Residence Education: Oversees the operation of all the residence halls and student programs. Functions under conditions of wide discretion and creativity; independently renders decisions that substantially impact operations; participates in fiscal planning activities; fashions or revises procedures and protocols; administers extended projects crucial to the residence halls; participates in campus-wide program development.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.