



## **POSITION DESCRIPTION**

### **Assistant Director, Student Engagement & Residence Life**

**DEPARTMENT:** Office of Student Engagement & Retention

**CLASSIFICATION:** Exempt – Full Time

**SHIFT:** Monday – Friday, 8:30a.m. - 4:30pm, Additional hours as requested and/or needed

**SALARY:** \$40,000 annually

#### **FUNCTION:**

- The Assistant Director position is a hybrid position with responsibilities in both the Office of Student Engagement & Retention and the Office of Housing & Residence Life.
- The Assistant Director works toward the mission of the Division of Student Success with supervision of two Resident Directors. The Assistant Director position shall create a culture of ethical and transformational leadership at Clinton College.
- The role will be responsible for providing logistical, administrative, advisory support for leadership programs/initiatives, departmental programs, services, and operations that foster student success.
- The Assistant Director will develop and implement program assessments and foster close working relationship across the Student Engagement and Residence Life areas and the broader College, and surrounding community.
- This is a twelve-month position requiring 40 hours per week and participation in Residence Life & Housing on/call duty rotation.

**REPORT:** Assistant Dean, Student Engagement & Retention

#### **MAJOR DUTIES/ RESPONSIBILITIES**

- Researches and responds to inquiries from students, parents, and campus partners to provided or clarify information on departmental services, options, programs, policies, or procedures.
- Serves as a liaison to students, families, College faculty and staff, and others regarding complaints, questions, and other assignment matters via telephone, electronic communication, and in-office visits.
- Assists in the creation and maintenance of data and data structures; provide reports and query results for individuals, departments, and outside entities.

- Maintains appropriate confidentiality when working with sensitive information such as grades, disability status, behavioral issues, discipline issues, etc. of current, incoming, and former students.
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as directed by the Assistant Dean.
- Responsible for Leadership programming and development.
- Responsible for providing administrative support, advisement, and development of programming for Recognized Student Organizations (RSO).
- Responsible for the development of assessment and evaluation tools.
- Responsible for oversight and co-advisement of the Student Government Senate General Assembly.
- Participates in on-call/duty rotation with the Housing & Residence Life staff.
- Supervision of Residence Hall Directors.
- Demonstrate cultural competence in race, ethnicity, gender, gender identity, gender expression, sexual orientation, socioeconomic status, ability, ideology, religion, national origin, and other areas of diversity.
- Responsible for enforcing all college and Student Engagement policies, rules, expectations, and guidelines as outlined in the Student Code of Conduct.
- Maintains content and design of publications regarding assignments and the assignment process, including brochures, reports, forms, and other educational materials.
- Maintains appropriate confidentiality when working with sensitive information such as grades, disability status, behavioral issues, discipline issues, etc. of current, incoming, and former students.
- Responsible for review/approval of Event Request submissions.
- Strong organizational, problem solving, critical thinking, and interpersonal skills.
- Demonstrated experience advising undergraduate clubs, organizations, and leadership development.
- Ability to develop and maintain effective working relationships.
- Strong verbal and written communication skills with various levels of institutional constituents.
- Ability to work independently and demonstrate initiative.
- Ability to handle crisis situations and sensitive topics.
- Must be flexible with work schedule – available to work during the day, evenings, and weekends as necessary to support programs.

## **MINIMUM QUALIFICATIONS**

**Education:** A Bachelor's degree is required; a master's degree in higher education administration, MBA, or a related field is preferred.

**Experience:** At least one – two years of work experience in a field related to the position, student activities, programming, student affairs, customer service, etc. is required; at least three years of experience as described above is preferred.

**Skills:** Excellent verbal and written communication skills, including interpersonal communication skills and public speaking skills are required. Excellent customer services skills, including independent problem solving, are required. The ability to respond to multiple requests in a fast-paced environment is required. The ability to take initiative and work independently within specified time constraints while demonstrating sound judgment and decision-making skills is required. Proficiency with all aspects of Microsoft Office is required. The ability to participate in long- and short-range planning processes is required. The ability to set goals and strive for continuous improvement is required. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required. Experience working with diverse populations is preferred.

**Knowledge/Skills/Abilities:**

- Knowledge and effective application of leadership and student development theories.
- Experience instructing college-level leadership development workshops/seminars.
- Experience working with student organizations and/or living learning communities.

**We are seeking candidates who bring innovative ideas to enhance the overall student experience at Clinton College. Ideal candidates will excel in a collaborative working environment and hold the skills to make decisions independently.**

**Additional Information:**

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment. Candidate must be fully vaccinated and boosted.

**Application Instructions:**

**Applications should include a cover letter and resume and must be sent**, preferably in PDF format, to [humanresources@clintoncollege.edu](mailto:humanresources@clintoncollege.edu). The subject line of the email should read "Assistant Director, Student Engagement and Residence Life". The process will continue until the position is filled.

*Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations, and policies.*



