



## JOB DESCRIPTION

<b>Job Family:</b>	<b>Student Services</b>
<b>Job Function:</b>	<b>Housing &amp; Residence Education</b>
<b>Job Title:</b>	<b>Assistant Area Director</b>
<b>Pay Band:</b>	<b>C103</b>
<b>FLSA Status:</b>	<b>Exempt</b>

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The University of Miami is home to nearly 15,400 undergraduate and graduate students from every state in the nation and 140 nations around the world. The Department of Housing and Residential Life is home to an extensive and diverse residential program featuring six residential communities. The cornerstone of the residential program is a system of five residential colleges that blend the Oxford and Cambridge tradition of live-in faculty with the American commitment to student development and academic success. Residential Colleges range in size from 400 – 900 students. The University also offers University Village, an apartment area housing approximately 800 upper-class students. We strive to fulfill our mission – Student Housing for Student Success.

### **General Description (Purpose and Function)**

Assistant Area Directors are entry level administrators that report to the Area Director and assist in the day to day management and administration of the residential college. Assistant Area Directors support the oversight, planning, implementation, and assessment of the residential educational experience. Administrative operations include: assisting with the selection, training, and supervision of the student staff and managing summer conference housing. Additional responsibilities include: crisis management and serving as a judicial officer. The Assistant Area Director serves as a member of the senior staff team in the respective residential college and communicates and collaborates on a regular basis with the Area Director and faculty in residence. The position involves significant night and weekend work.

### **Primary Duties and Responsibilities (For Non-exempt Employees Include Percent of Effort):**

#### **Student Development & Programming**

- Under the direction of the Area Director, manages the planning and implementation of all programming and resident engagement efforts for a first-year residential college comprised of nearly 900 residents. Resident engagement efforts include, but are not limited to large scale programs, academic initiatives with faculty, and collaborative programs with Student Activities and Orientation.
- Meets with resident assistants and ensures programs align with First Year Experience outcomes.
- Supervises the Program Assistant.
- Advises the College Council, a student-led programming and governing board.
- Assists in the supervision of 22 Resident Assistants.
- Collaborates with Resident Faculty, Faculty Fellows, the Residential College Senior Advisor, other Residential Colleges, and campus partners.
- Coordinates outcomes-based assessment.
- Responds to and manages roommate conflicts and mediations, including basic student and parent follow up.
- Maintains visibility and contact with individual students and student groups.

## **Area Administration**

- Provides leadership to staff and students in developing a living-learning environment. Creates an atmosphere of cultural, intellectual, and academic growth. Promote diversity awareness and appreciation.
- Participates in and develops professional and student staff training, selection, and recruitment.
- Manages summer housing or conference operations.
- Manages program-related expenditures and ensures compliance with University procurement policies.
- Assists in the coordination of the opening and closing of the residential colleges in accordance with outlined policies.
- Serves as a liaison with Housekeeping and Maintenance staffs; monitors the environment closely.
- Respond to parents / legal guardians and other constituencies regarding student issues, concerns and questions.
- Represents the Department of Housing and Residential Life on University committees, assumes leadership for various responsibilities of the department, participates fully in the professional activities of the Division of Student Affairs and develops collaborative relationships with other offices in the division.

## **Safety, Health, & Behavior Management**

- Enforces University and Departmental policies and procedures and serves as an investigator/hearing officer for basic level university disciplinary violations in judicial cases assigned by the respective Area Director or Dean of Students Office.
- Assumes weekday, weekend, and holiday/vacation duty coverage of campus through serving in the professional staff on-call duty rotation to provide appropriate crisis response for all on campus residents.
- Provides safety education and assists in monitoring security operations of the building.
- Performs other duties as assigned by the respective Area Director and senior staff for Residential Life.

\*Assistant Area Director responsibilities may vary from area to area based on the direction of the Area Director.

## **Requirements (Essential Requirements):**

- A Master's degree in college student personnel, higher education, counseling or related field is required. Previous experience in residential life is strongly preferred.
- Experience with supervision, student conduct, crisis response, living-learning communities, educational programming, working with faculty, and working with a diverse student population is desirable.

## **Remuneration**

- Competitive salary for a 12 month exempt position.
- Fully furnished two or three bedroom apartment.
- Meal plan when dining facilities are open.
- Vacation and benefits provided by the University

**Please direct all inquiries to [housingrecruitment@miami.edu](mailto:housingrecruitment@miami.edu).**

**To apply for the position please visit [www.miami.edu/jobs](http://www.miami.edu/jobs) and send a copy of your resume, references, and cover letter to [housingrecruitment@miami.edu](mailto:housingrecruitment@miami.edu)**

Job descriptions are not intended, and should not be construed to be an exhaustive lists of all responsibilities, skills, and efforts or working conditions associated with a job. Management reserves the right to revise duties as needed.