



JOB DESCRIPTION

Job Family:	Student Services
Job Function:	Housing & Residence Education
Job Title:	Area Director
Pay Band:	C103
FLSA Status:	Exempt

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 vision – Student Housing for Student Success.

General Description (Purpose and Function):

Area Directors are the primary administrators of each college or area. Responsibilities include: selection, training, and supervision of professional and student staff; crisis management; serving as a judicial officer; collaborating with live-in faculty; co-curricular and educational programming initiatives; administrative operations; and the development of a comprehensive student development program. The position involves significant night and weekend work.

Primary Duties and Responsibilities:

Student Development & Programming

- Manages the operations and residential experience for the residential college or apartment area. Residential areas range in size from 400 to 900 residents.
- Recruits and selects desk assistants, resident assistants, office supervisor, and assists in selection of professional staff.
- Directly supervises 9-22 Residents Assistants and an Office Supervisor. Indirectly supervises 4 - 10 Desk Assistants and occasional interns and practicum students. Hecht & Stanford Area Directors supervise an Assistant Area Director.
- Oversees employee performance evaluations and matters of staff discipline and recognition.
- Designs and implements training workshops and staff development sessions for student staff and support personnel.
- Advises and counsels staff regarding personal and professional matters.
- Develops effective and efficient methods to accomplish goals of community; communicate with professional colleagues; define responsibility and delegate authority to employees; and encourage creativity and motivation among staff.
- Works with resident faculty to develop a comprehensive student development program which includes, but is not limited to academic, co-curricular, cultural, recreational, and social programs.
- Assists in developing and implementing a fall orientation program within the residential area for new and transfer students.
- Maintains visibility and contact with individual students and student groups.



- Provides leadership to staff and students in developing an inclusive community environment based upon the recognition of student rights and academic goals to foster learning and growth.
- Promotes Diversity awareness and appreciation.
- Assists in student development through advising, counseling, and disciplinary conversations.
- Creates and promotes student leadership opportunities in the residential community.
- Works collaboratively with the Senior Residential College Advisor and 12 undergraduate First Year Fellows to create initiatives to further support the academic mission of the institution.
- Serves as the primary liaison with the faculty in residence and maintains communication with resident faculty concerning programming, programming models, staff supervision, community goals, housing and residence life policies, and special areas of concern.
- Meets regularly with resident faculty and staff to coordinate and plan programming efforts, collaborate with other Residential Colleges, and address learning outcomes.

Area Administration

- Provides leadership in a residential area: schedule and lead weekly staff and individual meetings, interprets University policies and procedures.
- Oversees desk operations and procedures for mail distribution, key control, and forms.
- Oversees the opening and closing of buildings each year.
- Oversees the area budget and ensures compliance with University procurement policies.
- Oversees the administration of policies and procedures for room assignments, room changes, occupancy checks, damage reporting and billing.
- Represents the Department of Housing and Residential Life on University committees, assumes leadership for major responsibilities of the department, participates fully in the professional activities of the Division of Student Affairs and develops cooperative relationships with other offices in the division.
- Serves as a liaison with Housekeeping and Maintenance staffs; monitors the environment closely.

Safety, Health, & Behavior Management

- 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. Crisis response is of a high volume and level.
- Serves as the primary manager of all crisis and conduct matters for the residential college. Delegates cases to the Assistant Area Director. Enforces University and Departmental policies and procedures and serves as an investigator/hearing officer for university disciplinary violations.
- Provides safety education and monitors security operations of building.
- Conducts ongoing risk assessment of residential students.
- Assists students in resolution of roommate conflicts and crisis management situations.
- Respond to parents/legal guardians and other constituencies regarding student issues, concerns and questions.
- Assumes additional duties as assigned by senior residence life staff.

Knowledge, Skills, and Abilities:

- Skills in assessing, organizing, and prioritizing multiple tasks for projects.
- Strong skill in written and verbal communication.
- Ability to lead, motivate and direct subordinates. Ability to communicate with all levels of employees; customer-oriented.



- Must demonstrate ability for independent decision-making, judgment, and discretion in responding to problems in the residential college and when responding to duty/crisis calls.

Requirements (Essential Requirements):

- Master's degree is required in college student personnel, higher education, counseling or related field.
- Two years of full-time professional experience is required and in a residential setting is 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.

To apply for the position please visit www.miami.edu/jobs and send a copy of your resume, references, and cover letter to housingrecruitment@miami.edu