



**University of Wisconsin – Whitewater
University Housing**

Assistant Director for Staff & Academic Development

Required Qualifications: An earned Master's degree in College Student Personnel, Counseling, Communications or related field. Four years, full-time, post-masters experience in housing/residence life, or other applicable student affairs areas. This position requires some evening and weekend work.

Preferred Qualifications: A preferred candidate will demonstrate oral and written communication skills, the ability to work independently and with groups and excellent problem solving skills. Ability to work with diverse groups of people, enthusiasm, organizational skills, perseverance, humor and tact would all be desirable characteristics.

POSITION SUMMARY: Supervise several full-time Complex Directors, one intern and subordinate staff in a designated residence hall area. Provide coordination for the overall Residence Life student staff development effort. Coordinate Resident Assistant staff selection, training and development. Develop, coordinate and assess academic initiatives in the residence halls.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Supervise Complex Directors (and indirectly supervise subordinate staff) in a designated residence hall area.
2. Coordinate the various operations of the designated residence hall area.
3. Serve as a direct source of communication between individual residence hall complexes and central staff.
4. Oversee crisis intervention responses in the designated residence hall area.
5. Serve as the primary administrator of the Resident Assistant Employment Agreement.

6. Coordinate Resident Assistant selection and placement processes, working with live-in staff as primary organizers.
7. Coordinate the ongoing developmental training series for Resident Assistants.
8. Train the Residence Life staff in various aspects of staff development and serve as a consultant for staff in assessment and implementation of staff developments.
9. Assess training and developmental needs of Resident Assistant staff and assist in implementing action steps.
10. Coordinate fall, winter and spring orientation training programs for Resident Assistant staff, working with live-in staff as primary organizers.
11. Coordinate programming in the residence halls by working with residential education team members, Resident Assistants and other campus organizations.
12. Develop, coordinate and assess academic initiatives in the residence halls.
13. Oversee the academic recognition programs for residence hall students.
14. Create academic satellite services/programs in the halls. This involves coordinating residence hall services with other campus offices.
15. Coordinate the MAP-Works program, a student retention program.
16. Coordinate the interaction log process for the Resident Assistant staff.
17. Responsible for the hiring of break housing staffing (including payroll and contracts).
18. Coordinate the student Clerical positions in the residence halls, including overseeing the hiring process, payroll, training and job responsibilities.
19. Serve as the primary advisor to ARA, the Association for Resident Assistants or supervise the advisor, if delegated to live-in staff.
20. Be responsible for the Resident Assistant manual.
21. Coordinate participation and representation at Resident Assistant conferences and attend student staff conferences upon request.
22. Oversee and manage the Pro Shops, Resident Assistant programming resource rooms.

23. Participate in the overall administration of University Housing by serving on committees, attending staff meetings, representing the office as requested, cooperatively assisting colleagues, and assisting with the financial management.

24. Perform other duties that may be assigned by the Director or Associate Director.

SUPERVISION RECEIVED: Supervision is received from the Associate Director of University Housing.

SUPERVISION EXERCISED: Functional and/or administrative supervision is exercised over several Complex Directors, as well as employees under the supervision.

Required Qualifications: An earned Master's degree in College Student Personnel, Counseling, Communications or related field. Four years, full-time, post-masters experience in residence life, or other applicable student affairs areas. This position requires some evening and weekend work.

Preferred Qualifications: A preferred candidate will demonstrate oral and written communication skills, the ability to work independently and with groups and excellent problem solving skills. Ability to work with diverse groups of people, enthusiasm, organizational skills, perseverance, humor and tact would all be desirable characteristics.

CAMPUS INFORMATION:

The University of Wisconsin-Whitewater is a regional comprehensive university with an enrollment of more than 12,000 students. UW-Whitewater has reached record enrollment four of the last five years and offers 50 majors in four colleges. UW-Whitewater also offers 15 master's degree programs and recently added a Doctorate of Business Administration. UW-Whitewater students achieve excellence in the classroom and on the playing field. In the 2014-15 Academic Year, UW-Whitewater was the first university in NCAA history at any level to win national championships in football, basketball and baseball in a single year. The campus offers more than 200 student organizations and is a vital economic engine for southeastern Wisconsin. UW-Whitewater is situated on 400 acres of land and has an annual budget of more than \$219 million. - See more at: <http://www.uww.edu/news>

ORGANIZATION INFORMATION:

UW-Whitewater is part of the 26-campus University of Wisconsin System. Located in a community of 14,622 residents near the scenic Kettle Moraine State Forest in southeastern Wisconsin, Whitewater is within convenient driving distance to the metropolitan areas of Milwaukee, Madison, and Chicago.

SPECIAL NOTES:

The University of Wisconsin-Whitewater is an Equal Opportunity and Affirmative Action Employer,

and actively seeks and encourages applications from women, people of color, persons with disabilities, and all veterans.

Wisconsin Statute 19.36(7)(b) provides that applicants for positions may indicate in writing that his or her identity should be kept confidential. In response to a public records request, the University will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wisconsin Statutes 19.36 (7)(a).

The University of Wisconsin - Whitewater requires that all employees be active participants in following applicable safety rules and regulations including necessary training and drills.

UW-Whitewater conducts criminal background checks as a contingency to employment. A criminal background check will be conducted prior to an offer of employment.

For UW-W Campus safety information and crime statistics/annual Security Report, see <http://www.uww.edu/asfr>. If you would like a paper copy of the report please contact the UW-Whitewater Police at 262-472-4660.