



University of Wisconsin - Whitewater

University Housing

Director of Residence Life

POSITION SUMMARY: Senior Residence Life officer for University Housing. Responsibility for coordinating the daily operations and activities of the student life function of the residence halls including, but not limited to academic initiatives, mental health, self-harm and suicide ideation training and response, Title IX and other compliance related/law responses, residence hall programming, leadership development, staff recruitment, selection, training, learning communities, supervision and evaluation, student conduct, athletic team adopt a hall programming, and other crisis intervention. Directly supervise three Assistant Directors, one graduate assistant, a University Services Associate, two undergraduate interns, and indirectly supervise entire Residence Life staff. In the absence of the Executive Director, serve as Deputy Executive Director for the department. Also, serve as the Deputy Title IX Coordinator for University Housing.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Serve as the senior officer of the Residence Life function of University Housing and ensure effective coordination of University Housing training, compliance, management and crisis intervention for Title IX & other sexual misconduct incidents, Clery, including being responsible for compiling and submitting the annual Campus Fire-Safety Report and Missing Student Policy.
2. Recruit, select, train, supervise and evaluate the Assistant Director for Staff & Academic Development, the Assistant Director for Community Development, The Assistant Director for Student Engagement and the Residential Learning Advisor.
3. Oversee the selection, training, supervision, evaluation and other personnel matters related to 8 full-time Masters-level Complex Directors, 10 Graduate Assistants, 120-132 student Resident Assistants, 120-130 student desk assistants, 6-8 undergraduate interns and 12-15 other student workers.

4. Prepare crisis intervention and other emergency procedures, train staff in emergency responses, and respond appropriately to all emergency situations, including communication to pertinent University officials and follow up with necessary referrals.
5. Responsible for the training, reporting, and University Housing response for all hate bias incidents that occur in the residence halls. This includes representing University Housing on the campus Hate Bias Committee and the Inclusive Excellence Committee.
6. Represent University Housing by serving on the Care Team, a campus-wide student threat/risk assessment team.
7. Responsible for coordinating the after-hours- including weekend Residence Life response to mental health crisis, including but not limited to suicide ideation, gestures and attempts and threats of harm to others. Also includes coordinating the after-hours on-call process with University Health & Counseling.
8. Serve as the Deputy Title IX Coordinator for the department, responsible for the education, training, reporting and ensuring compliance for Title IX and other sexual misconduct incidents. This includes either serving on or appointing someone to represent University Housing on the campus Sexual Violence & Sexual Harassment Advisory Committee and the campus Sexual Assault Prevention Advisory Committee.
9. Oversee University Housing student life programs activities including, but not limited to academic initiatives, including the Residence Life Tutoring program, residence hall programming, leadership development, staff selection, training, supervision and evaluation, learning communities, student conduct, and crisis intervention.
10. Responsible for the budget preparation, management, and reconciliation of the Residence Life budgets, totaling approximately \$1.8 million
11. Coordinate the unique aspects of a live-in position for the Residence Life Staff, including but not limited to, approval of domestic partners, furniture and apartment approval requests, tuition reimbursements for the graduate assistants, and the approval and management of the pet policy.
12. Oversee assessment plans for Residence Life efforts and make recommendations for strategic initiatives based on assessment results. Responsible for the overall management, dissemination and evaluation of the ACUHO-I EBI Resident and Student-Staff surveys. Responsible for the exit surveys will students move out of the residence halls.
13. Either serve or oversee as University Housing primary liaison with the First Year Experience/Learning Communities Office on matters pertaining to Residence Life programs, policies, and activities including, but not limited to, programs and services that enhance the university experience for first year students and the collaborations of individual learning communities and their respective residence hall staffs

14. Oversee staff training efforts to ensure effective and appropriate training programs are in place for all levels of the Residence Life staff.
15. Advise and/or supervise the advisors for the National Residence Hall Honorary (NRHH) and Residence Hall Association (RHA). Oversee leadership development programs for students in the residence halls to nurture and promote student learning and involvement.
16. Work closely with the graduate assistant staff in their role as advisors to the Leadership Involvement Teams (LIT) including planning of leadership retreats, residence hall complex programs and other hall issues.
17. Serve as hearing officer for RA termination decisions and student conduct appeals.
18. Serve as a University conduct officer for third time alcohol and other drug policy violators.
19. Responsible for contacting parents for all on campus alcohol and other drug emergency room transports, including after-hours contacts.
20. Coordinate travel for the Residence Life staff.
21. Coordinate purchasing requests for the Residence Life staff.
22. Coordinate the development of a wide variety of student learning functions and academic initiatives in the residence halls including specialized living options, learning communities, faculty involvement, academic support, community service, and programming.
23. Oversee the coordination of Residence Life's early-alert/retention efforts, utilizing MAP-Works program, a campus based, student retention program.
24. Coordinate the management and other operational needs for Jitters Coffeehouse.
25. Coordinate University Housing's Emotional Support Animal policy and responsible for overseeing compliance.
26. Oversee staff procedures related to the student conduct process as part of the overall Residence Life effort. Oversee other community development related activities.
27. Coordinate the formulation, interpretation, communication and implementation of all Residence Life policies and procedures.
28. Oversee specific administrative procedures for Residence Life including, but not limited to: university licensing process, front desk operations, hall postings and mailings, and door-to-door solicitation.
29. Serve as liaison with various student support organizations and offices and coordinate other office and student organization collaborations.
30. Coordinate the loft rental program, including serving as the liaison with third-party vendor.

31. Serve as the liaison to University Dining for University Housing.
32. Responsible for coordinating the University Housing Liaison program to traditionally under-represented recognized student organizations.
33. Serve as a member of the Student Affairs Leadership Team and attend bi-weekly meetings.
34. Compile and update resources and other developmental needs and manage the Residence Life Resource Library.
35. 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 financial management.
36. Perform other duties that may be assigned by the Executive Director.

SUPERVISION RECEIVED: General supervision is received from the Executive Director of University Housing.

SUPERVISION EXERCISED: Functional and/or administrative supervision is exercised over Assistant Director for Community Development, Assistant Director for Staff & Academic Development, Assistant Director-Student Engagement, Residential Learning Advisor, University Services Associate, as well as the Complex Directors, Assistant Complex Directors (GA's), and student Residence Life staff.

MINIMUM QUALIFICATIONS: An earned Master's degree in Student Personnel Administration, Guidance and Counseling, or related field. Minimum of seven full time years of progressively more responsible residence hall experience. Ability to direct up to 20 professional staff members in their administrative, professional and counseling responsibilities. Special training in the area of group process is desirable.

This description attempts to indicate the kinds and levels of responsibilities given this title and shall not be construed as defining all specific duties and responsibilities of the particular position. It is not intended to limit or modify the right of supervisors to assign, direct and control the work of their employees. Statements of employee duties are not intended to exclude other duties not mentioned that are of similar kind or level of responsibility.