



University of Wisconsin – Whitewater University Housing

Assistant Director-Student Engagement

POSITION SUMMARY: Supervise full-time Complex Directors, the Residential Learning Advisor (Graduate Assistant) one intern and subordinate staff in a designated residence hall area. Provide Residence Life's coordination for the Learning Community Program, oversee the advising of NRHH & RHA, including co-advising. This is a live-out position.

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 direct supervisor to the Residential Learning Advisor
6. Serve as Residence Life's primary contact with the university Learning Community program
7. Facilitate regular communication between the Complex Director's and the Learning Community Coordinators, as well as the Learning Community office.

8. Coordinate and participate in planning meetings with the Learning Community office, each individual learning community and their respective Complex Director.
9. Coordinate, train and assess learning community programming in the residence halls.
10. Facilitate a community comprised of student representatives from all residential learning communities to work to identify means to maximize their living, learning experience.
11. 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.
12. Work closely with the Assistant Complex Director Staff & Residential Learning Advisor in their role as advisors to the Leadership Involvement Teams (LIT) including planning of leadership retreats, residence hall complex programs and other hall issues.
13. Coordinate the University Housing's "Hall Sponsor an Athletic Team" program.
14. 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 of the department.
15. Perform other duties that may be assigned by the Director or Associate Director.

Required Qualifications: An earned Master's degree in College Student Personnel, Counseling, Communications or related field. Four years, full-time 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.

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

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