



University of Wisconsin - Whitewater

University Housing

Assistant Director-Community Development

POSITION SUMMARY: Supervise several Complex Directors, an intern, and subordinate staff in designated area. Provide coordination for the overall Residence Life conduct system. Manage the daily operation of the student conduct system, which includes working with the student conduct board. Coordinate the AODA Peer Educator program, including selecting, training and supervision. Work with other aspects of community development with staff and students and coordinate several educational initiatives.

REQUIRED QUALIFICATIONS: An earned Master's degree in College Student Personnel, Higher Education, Counseling, Communications or related field. Four years, post-masters full-time experience in housing/residence life or related field.

PREFERRED QUALIFICATIONS: Experience with a student conduct system is preferred. A demonstrated commitment to social justice, ability to work with diverse groups of people, enthusiasm, organizational skills, perseverance, humor and tact would all be desirable characteristics. This position requires some evening and weekend work.

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.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Supervise Complex Directors (and indirectly supervise subordinate staff) in a designated residence hall area.
2. Supervise the Residential Learning Advisor in their conduct work.
3. Supervise the Student Sustainability Coordinator.
4. Coordinate the various operations of the designated residence hall area.

5. Serve as a direct source of communication between individual residence hall complexes and central staff.
6. Oversee crisis intervention responses in the designated residence hall area.
7. Serve as the primary administrator for residence hall student conduct matters.
8. Conduct selection, training and advising of conduct board members.
9. Train and oversee residential education team members in their duties relative to the conduct process.
10. Design, revise, and distribute community development and student conduct related publications.
11. Supervise the scheduling of hearings, maintenance of centralized conduct files, and completion of all paperwork involved in the conduct process, including the management of the conduct database.
12. Design, administer, and evaluate educational sanctions.
13. Compile and analyze conduct statistics, providing reports to the Dean of Students, Associate Director and other offices as requested.
14. Work with any community development tools and models, for Resident Assistants and for students.
15. Serve as the coordinator of the educational component of the sustainability program.
16. Serve as the coordinator of the common area damage program.
17. Oversee alcohol educational efforts in the residence halls.
18. Select, train, coordinate and supervise the Alcohol & Other Drug Peer Educators.
19. Assist with retention efforts in the residence halls, including residentially-based academic communities, and other special living options pertaining to student success
20. Conduct yearly fire drills in each of the residence halls and involve appropriate personnel in educating students about fire safety.
21. 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.
22. Will be an active participant in following applicable safety rules and regulations including necessary training and drills
23. Perform other duties that may be assigned by the Executive 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 three - four Complex Directors, as well as employees under their supervision.