

WESTMONT COLLEGE

ASSISTANT DIRECTOR OF RESIDENCE LIFE

Student Life

Qualifications

A Master's degree in an area relating to student development with 3-5 years experience in application of student development theory to higher education residential experience. Additional requirements include:

- Demonstrated competence in relational, interactive, helping, and confrontational skills; and ability to teach in both formal and informal settings
- Strong organizational skills with an ability to develop and utilize schedules, organize time, supervise staff, manage a residence facility, and provide leadership for a project from the beginning through completion
- Demonstrated ability to assume leadership of an area of responsibility, and experience in collaborating with faculty and staff.
- Practical understanding of the varying developmental needs of college students in community settings and a strong commitment to developing diverse and redemptive communities.
- Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to behavioral expectations.
- Ability to support the college's mission as a high quality Christian Liberal Arts College, and a desire to grow personally and professionally.

Position Overview

The Assistant Director of Residence Life is a "live-in" position that is responsible for the development of the Residence Life program by providing leadership for an off campus student apartment living community, contributing to the development of the residence life department, and coordinating residence hall facilities maintenance and improvement projects.

Dean's Office & Residence Life Responsibilities (30%)

1. **Residence Life Programs Coordination and Leadership:** Support Director of Residence Life in their development, implementation, and on-going improvement of residence life programs. Primary responsibility for the leadership and development of the Imprint RA wilderness leadership-training program. Secondary or supporting responsibility for Resident Assistant recruitment and training, and RD training. Utilize assessment tools as appropriate to understand the effectiveness of the residence life program. (15%)
2. **Student Conduct:** Serve as representative of the Dean's Office for student conduct meetings as needed. (10%)
3. **Trailhead Residential Leadership for Gaede Institute:** Serve as Resident Director for the Gaede Institute's Trailhead summer programs. Responsibilities include selection and training of resident assistants, supervision of resident assistants, and responding to student conduct, care, and crisis issues. (5%)

Off Campus Ocean View Apartment Responsibilities (30%)

1. **Student Support and Care.** Facilitate a living and learning environment in the Ocean View Apartments that challenges and supports residents in ways that are appropriate to their intellectual, emotional, relational, physical, and spiritual needs, and is consistent with the mission and purpose of the college. This includes, but is not limited to, personal contact with students, positive modeling of Christian maturity, informal counseling, student conduct administration, student care, and assisting residents in conflict resolution. (15%)

2. **Administer and oversee the services of the apartment complex.** This includes being an advocate for Ocean View regarding the maintenance and improvement of facilities, serving as a liaison to physical plant through regular contact with maintenance personnel, overseeing check-in and check-out procedures for students and facilitating transition periods between each semester and summer program, coordinating Ocean View parking permit process, and managing the Ocean View budget. Promote positive neighborhood relations and respond to neighborhood concerns (i.e. noise, parking). (10%)
3. **Off-Campus Housing Liaison.** Serve as a liaison and resource to students living in non-Westmont off-campus residences. This will include providing support for personal issues and responding to reported student conduct violations. (5%)

Student Housing Facilities Responsibilities (40%)

1. **Residence Life Facilities and Equipment Project Management.** Serves as the primary liaison and interface between Physical Plant and Residence Life staff needs. Attend the weekly Physical Plant managers' staff meeting. Meet once a month in person with each hall Resident Director (RD) and maintain regular contact to ensure that facilities are maintained in excellent condition. Facilitate coordination and communication of work being completed in the residence halls by Physical Plant staff. Work with Physical Plant and Conference Center staff to ensure a smooth facility transition from academic year to summer conferences (in May) and vice versa (in August). Inventory and maintain recreational equipment, kitchen supplies, and residence life staff emergency response equipment. Inspect and arrange for repair/replacement of damaged residence hall furniture, window draperies, rods, and blinds. Coordinate residence hall electronic lock schedule and process implementation with IT department. (20%)
2. **Strategic Leadership for Student Housing Facility Improvement and Renewal.** Responsible for continual development and implementation of the department's strategic plan for facility and furniture improvement and renewal. Includes maintaining systems to effectively track previous improvements, forecast and prioritize future improvements, and coordinate implementation of current improvement projects. Also, includes soliciting and tracking capital improvement project (CIP) requests from residence life staff. (5%)
3. **Supervision of Student Worker Facility Staff.** Responsible for the hiring and supervision of student worker staff. Student staff assists with repairs or replacement of housing furniture or fixtures, maintenance and organization of residence hall storage areas, Ocean View check-in and check-out processes, completion of room condition inventories, flex-triple furniture transitions, and other moving of residence hall furniture as needed. (10%)
4. **Coordination of Room Furniture Transitions.** Responsible for the semester transitions of flex triple rooms and Clark study lounges (when needed). Includes development of moving schedule, communication with residents, coordination of outside movers (when needed), and securing off campus storage as necessary. (5%)

GENERAL RESPONSIBILITIES:

1. Maintain high visibility on campus. Seek opportunities to advise, know and impact student groups and individuals.
2. Collaborate with other colleagues, including faculty and other student life staff, to fulfill the department's mission within the college. This includes regular attendance at divisional meetings and faculty forums, appropriately advocating for student needs and concerns to the Dean's Office, participating in committees when needed, and other duties as assigned.
3. Available to work occasional nights and weekends.
4. Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with faculty and staff colleagues by sharing ideas and

resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

Reports to: Director of Residence Life

Position Available: May 2021

Revised 12/23/2020