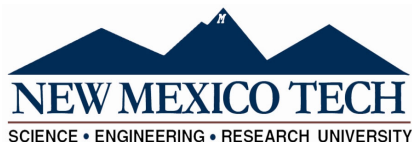


Posted: May 16, 2023



**7 DAYS ON CAMPUS
POSITION ANNOUNCEMENT**

TITLE: ASSISTANT DIRECTOR, RESIDENTIAL EDUCATION

DEPT: HOUSING & RESIDENCE LIFE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$48,672-\$58,893

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: (7 Days on Campus)

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Reporting to the Director of Housing and Residential Life (DHRL), the Assistant Director for Residential Education (ADRE) will lead the development, implementation, and assessment of a first and second-year residential curriculum programming model that focuses on student leadership development and academic success. The goal of the residential experience is to increase student retention while developing cultural competencies. The ADRE leads all co-curricular aspects of various living-learning communities (LLCs)/affinity spaces, will coordinate academic services within the residence halls, and will facilitate all departmental assessment related to academic initiatives. This position works with the DHRL and Assistant Director of Housing Operations (ADHO) to integrate academic initiatives into the student and professional staff training programs. The ADRE leads Housing and Residential Life (HRL) staff in on-going assessment practices, program review, and the dissemination/presentation of critical elements related to the mission and strategic plan of the university and HRL. The ADRE directly supervises all Residential Life Coordinator (RLCs) and all Resident Assistants (RA). This position will work closely with HRL staff, faculty, and other academic staff. This position will serve as the leader of HRL in the absence of the DHRL.

JOB FUNCTIONS:

Residential Life Leadership 15%

- Serves as a key member of the HRL Leadership Team.
- Assists in setting strategic vision in areas of residential curriculum and assessment.
- Assesses and proposes relevant policies, procedures, and initiatives to create intentional learning environments for residential students and the promotion of on-going assessment.
- Directly supervises all RLCs.
- Responds to emergent issues related to housing and the residential student experience.
- Serves as leader of HRL in the absence of the DHRL.

Residential Curriculum 20%

- Collaborate with the DHRL to develop and coordinate the mission, vision, values for HRL, and the educational priorities and associated learning outcomes for the residential curriculum programming model.
- Monitor, reconcile, forecast, and strategically plan for the spending of the programming, staff training and selection, and assessment budget of approximately \$250,000.
- Utilize best practices and data to assist LLC/affinity space staff to develop, enhance, assess, and evaluate their LLC/affinity space to ensure each LLC/affinity space is meeting their desired goals.
- Work collaboratively to promote LLC/affinity spaces and residential curriculum via printed publication, website, recruitment events, social media, etc.
- Assist with training staff (professional and student) assigned to work with LLCs/affinity spaces within the residential curriculum.
- Provide guidance and resources for event planning related to LLC/affinity spaces and general residential curriculum programming as it relates to a 1st and 2nd year student experience/curriculum.

- Develop recognition and awards for academic initiatives.

Assessment 25%

- Lead HRL assessment initiatives.
- Create a departmental assessment plan to include: An overarching educational priority associated learning outcomes, data collection plan, data analysis plan, reporting structure format, and “closing the loop” related to the cycle of assessment.
- Develop surveys and other quantitative data collection efforts, and develop focus groups, interviews, and other qualitative data collection efforts.
- Plan and create standard data report documents to showcase appropriate outcomes and data to various stakeholders.
- Assist with the development of marketing and promotion of academic support, LLCs/affinity spaces, and student success initiatives utilizing various sources (brochures, newsletter, email, webpage, social media, etc.).

Academic Intervention & Support 10%

- Collaborate with the Associate Dean of Student Success to support residential student learning in the residence halls (i.e., tutoring in the residence halls).
- Identify collaborative opportunities with other academic support units such as Academic Advising, Career Services, OSL Learning Center, etc. to support students’ academic success.
- Identify resources for programs and initiatives that support students’ academic success.
- Assist in faculty/staff engagement and involvement in the residence halls.

Recruitment Selection and Training 10%

- Lead the student staff recruitment and selection process related to supporting LLCs/affinity spaces and the 1st and 2nd year student experience/curriculum.
- Coordinate and lead student staff training as it relates to academic initiatives and residential curriculum.
- Collaborate with the DHRL to develop and facilitate professional staff training as it relates to academic initiatives, residential curriculum, and assessment.
- Promotes professional development opportunities.
- Actively engages in recruitment and hiring new employees.
- Develops and fosters supportive working relationships, motivation, and staff engagement.
- Communicate information to staff on an ongoing basis to influence staff engagement and to be a part of a larger community.
- Adjust leadership style as needed to achieve results.
- Recognizes value of and promotes diverse workforce. Values and encourages diverse perspectives, creativity, and teamwork.

Residential Student Support 10%

- Provides behavioral intervention to students including counseling, mediation, problem solving, policy violations, and referrals of individuals or groups of students regarding personal concerns, academic needs, or policies.
- Serves as a mid-level conduct hearing officer within HRL.
- Responds to and supports medical emergencies, safety and security emergencies, and students in crisis as needed.
- Reviews incident reports, follows-up with students involved in documented incidents, determines various levels of behavioral sanctions and enters incident report data into computer records.
- Interprets and counsels students on university policy violations and determines educational sanctions and or responsibilities for policy and behavioral infractions.
- Serves in on-call professional staff duty rotation.

Other duties as assigned.

REQUIRED QUALIFICATIONS:

Bachelor’s degree - Area of study: Any with 3 years of full-time Residential Life experience or Master’s degree - Area of study: Higher Education Administration or related field with 2 years of full-time Residential Life experience. *Serving as a part-time Graduate Level Hall/Area Director/Coordinator for two years may count as 1 year of full-time Residential Life experience for the purpose of this job description. Experience that demonstrates a thorough understanding of academic initiatives including but not limited to LLCs/affinity spaces, student development theory, and residential curriculum programming models. Experience that demonstrates a thorough understanding of assessment including but not limited to Skyfactor, Qualtrics, and NSSE. Well-developed interpersonal communication skills, including oral and written communication. Evidence

of ability to work effectively with people from diverse backgrounds and the ability to foster communities that support diversity, equity, and inclusion. Demonstrated experience in use of Microsoft Office and Google.

DESIRED QUALIFICATIONS:

Master’s degree in Higher Education Administration or related field. Experience leading or supervising others. Experience and understanding of current research related to academic initiatives including but not limited to LLCs/affinity spaces, student development theory, and residential curriculum. Experience training student and professional staff. Experience with program coordination or project management. Experience providing interpersonal counseling. Experience participating in behavioral interventions.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing 3%	Sitting 70%	Walking 15%	Pulling
Pushing	Lifting 10%	Stooping	Kneeling
Crawling	Climbing	Reaching 2%	Other

Apply to: nmtjobapps@npe.nmt.edu