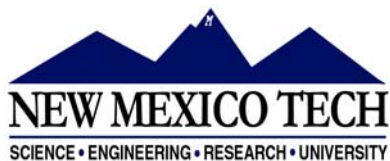


**Posted:** August 1, 2018



## POSITION ANNOUNCEMENT

**TITLE:** ASSISTANT DIRECTOR OF RESIDENTIAL LIFE

**DEPT:** AUXILIARY SERVICES

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE:** \$42,640 - \$53,248

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

**INTERNAL POSTING THROUGH:** August 9, 2018\* 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 DUTIES:

Coordinates Residential Life student staff selection, training, and evaluation process. Co-supervises residential programming. Serves as secondary contact for student staff resources. Serves as secondary contact for student staff resources. Distributes all necessary information about the department to other departments on the campus. Serves on an on-call rotation with other Residential Life professional staff. Assume duties of the Director of Residential Life in his/her absence. Coordinates New Mexico Tech's housing accommodations for the residential students. Reviews student applications and requests for accommodations. Using Banner, makes room assignments each semester for nine Residence Halls which can accommodate up to 850 students. Inputs cancellation fees and damage fees, verifies housing status, academic status, verifies meal plan reports. Listens to student concerns and resolves roommate complaints and conflicts above Residential Life Coordinator. Generates various reports for the Resident Assistants and office staff. Conducts roommate consolidation including communicating to residents who are left in double rooms as singles, pair these students together to retrieve the single room cost. Assist in preparing, presenting, and implementing policy and procedures concerning Residential Life including a Resident Assistant manual. Assists as a back up in emergency matters in coordination with the appropriate departments (campus police, student services, etc.). Represents the Residential Life office at recruitment days, campus activities, events, and related meetings, which may include weekend and evening hours. Attends workshops, seminars and conferences for personal and professional interest of the Residential Life office. Runs errands on and off campus needed for the operation of Residential Life office. Assists in monitoring expenditures and income within the Residential Life accounts, which include: undergraduate and graduate housing, Student Family Housing, and Guest Housing. Follows up on discrepancies and make necessary corrections as needed. Assists in directing custodians and maintenance workers for the various hall projects and maintenance. Helps coordinate planning, scheduling, and remodeling of nine housing units. Assists in all other aspects of the Residential Life operations as needed.

### REQUIRED QUALIFICATIONS:

Bachelor's degree required in Business, Education, Psychology or equivalent. Knowledge of Microsoft Office including Word, Excel, and Access required. Must be able to handle multiple tasks simultaneously under deadline conditions. Must be able to demonstrate ability to organize and work with minimal supervision. Demonstrated ability to work effectively in a diverse environment required. 5-7 years of Residential Life experience required. Exceptional oral and written communication skills and the ability to communicate effectively with students, faculty, administrators, alumni, and the public required. Commitment to philosophy of quality customer service; excellent organizational, planning analytical and problem solving skills required. Outstanding interpersonal skills required. Available for some evening and weekend work required. Demonstrated administrative experience with student in a college setting required. Knowledge of Banner database desired. Live on campus required. May be subject to background check. Must be able to obtain a valid NM driver's License. Must be able to successfully pass Defensive Driving Course.