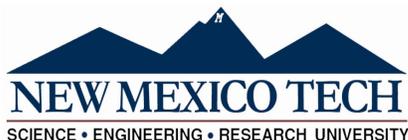


**Posted:** April 3, 2024



**REVISED 4/3/24**  
**POSITION ANNOUNCEMENT**

**TITLE:** ASSISTANT DIRECTOR OF RESIDENTIAL EDUCATION

**DEPT:** HOUSING & RESIDENTIAL LIFE

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$55,000-\$60,320

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: Concurrent\*** 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 residential experience aims to increase student retention while developing cultural competencies. The ADRE leads all co-curricular aspects of various communities and affinity spaces, coordinates academic services within the residence halls, and facilitates all departmental assessments related to educational 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 ongoing 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 Coordinators (RLCs) and indirectly all Resident Assistants (RA). This position will work closely with HRL staff, faculty, and other academic staff. This is a live-off position. Due to on-call responsibilities, you must live within 20 minutes of campus.

### **JOB FUNCTIONS:**

Residential Life Leadership 15%

- Serves as a vital member of the HRL Leadership Team.
- Assists in setting strategic vision in areas of residential programming and assessment.
- Assesses and proposes relevant policies, procedures, and initiatives to create intentional learning environments for residential students and promote ongoing assessment.
- Directly supervises all RLCs.
- Responds to emergent issues related to housing and the residential student experience.

Residential Programming 20%

- Collaborate with the DHRL to develop and coordinate the mission, vision, and values for HRL, and the educational priorities and associated learning outcomes for the residential 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 affinity space staff to develop, enhance, assess, and evaluate their affinity space to ensure each affinity space is meeting their desired goals.
- Work collaboratively to promote 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 affinity spaces within residential programming.
- Provide guidance and resources for event planning related to affinity spaces and general residential programming as it relates to a 1st and 2nd-year student experience.

Assessment 25%

- Assist with HRL assessment initiatives.
- Create a programmatic assessment plan to include An overarching educational priority associated with learning outcomes, a data collection plan, a data analysis plan, a reporting structure format, and “closing the loop” related to the assessment cycle.
- Develop surveys and other quantitative data collection efforts, 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 developing marketing and promotion of academic support, affinity spaces, and student success initiatives utilizing various sources (brochures, newsletters, email, web pages, 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 for supporting affinity spaces and the 1st and 2nd-year student experience.
- Coordinate and lead student staff training related to academic initiatives and residential programming.
- Collaborate with the DHRL to develop and facilitate professional staff training pertaining to academic initiatives, residential programming, and assessment.
- Promotes professional development opportunities.
- Actively engages in recruitment and hiring of 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 the value of and promotes a 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 the conduct point person within HRL.
- Responds to and support medical, 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:**

Master's Degree in Higher Education, STEM or related field. Experience that demonstrates a thorough understanding of academic initiatives including but not limited to LLCs/affinity spaces, student development theory, and residential 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. Maybe subject to a criminal background check. Must have (or be able to get a valid New Mexico Driver's License. Must be able to obtain a Defensive Driving Certificate.

**DESIRED QUALIFICATIONS:**

Experience participating in behavioral interventions. Experience and understanding of current research related to academic initiatives including but not limited to LLCs/affinity spaces, student development theory, and residential programming. Experience training student and professional staff. Experience with program coordination or project management. 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	S
100 + pounds	S

**PHYSICAL DEMANDS:**

Standing 10%	Sitting 50%	Walking 20%	Pulling 5%
Pushing 5%	Lifting 5%	Stooping 5%	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)