

# Assistant Director (Operational)-Black Area Job Description

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*Texas Tech University - University Student Housing – Residence Life*

## **General Description**

University Student Housing at Texas Tech University *Promotes Each Student's Learning Experience* by creating safe, supportive learning environments for academic and personal success. University Student Housing is committed to the total development of the resident within an inclusive community through student government, programming, residence hall standards, and supportive learning environments in the residence halls.

The Assistant Director (AD), as an educator, provides direction for student learning and academic success while coordinating the overall administrative, supervisory, and programmatic facets for a co-educational area of four-to-five residential complexes housing 2900-3200 students. The Assistant Director is responsible for the direct and indirect supervision of the residence life staff, the coordination of student leadership groups, and the development of comfortable living and learning communities that foster academic success. This is achieved by assisting individuals with their personal needs and concerns, supervising student support staff, and advising student leadership groups.

## **Essential Basic Functions**

Basic functions or fundamental job responsibilities for the position of Assistant Director include having the ability to: (1) travel between assigned areas and other departmental facilities; (2) direct and respond to fire alarms and other emergencies; (3) manage the physical conditions of all residence hall facilities; (4) operate computer systems using various types of software applications; (5) ascend and descend multiple flights of stairs, especially in cases of emergencies; (6) operate the established manual University key lock system and University Student Housing Access system; and (7) operate a hand held radio, pager and/or cell phone.

Basic functions necessary for the position in the area of communications include the ability to: (1) read reports, gather and analyze data and compile information for written reports; (2) prepare written memorandums and documents and compile the numerous forms needed in the daily operation of managing the residence halls; and (3) communicate effectively, both orally and written, with residents, parents, visitors, faculty, and staff. Non-essential job responsibilities include having the ability to operate various types of office equipment including computers, calculators, and copiers.

## **Responsibilities**

The Assistant Director is responsible for the management and direct supervision of 4-5 Master's-level Residence Life Coordinators (RLC's), one Manager for Conference Services, and the indirect supervision of 3-5 Graduate Hall Coordinators (GHC's), 4 full-time Senior Business Assistants (SBA's), 1-4 Senior Community Advisors (SCA's), 49-55 Community Advisors (CA's), and approximately 24-34 Student Assistants (SA's). The Assistant Director is responsible for coordinating the efforts of the area in providing opportunities for the growth of residents through the encouragement and support of educational and social programs within each hall and as a total residential complex. Assistant Directors will assist in the development and management of living and learning communities that motivate and inspire students to devote more time and energy to educationally purposeful activities. Responsibilities also include, with the assistance of the RLC's and GHC's, the provision of leadership and advisement of student government, student community standards and responsibilities, and community programming

## Assistant Director (Operational) Position Description

groups within each hall and complex. The emphasis on developing strong communities and student involvement assist with creating environments that promote and enhance the opportunities for student learning. Additionally, the Assistant Director of Operations-Black Area is responsible for supervision of the summer operations through conferences, camps, Red Raider Orientations, and Summer School

The Assistant Director is a vital member of the residence hall community and the Residence Life Staff. The Assistant Director is expected to work with the Senior Associate Managing Director of University Student Housing and other departmental staff in the development and implementation of management and learning initiatives for the entire Residence Life operation.

The Assistant Director is a member of the central staff team for Residence Life and supervised by the Senior Associate Managing Director of University Student Housing. The Assistant Director works with the Senior Associate Managing Director of University Student Housing and the other Assistant Directors for Residence Life in establishing goals and strategies for Residence Life and is responsible for the successful implementation of the goals and strategies in their area while remaining true to the vision.

The Assistant Director is responsible for the evaluation and development of various programs and related components. Development and implementation of new and meaningful programs and experiences designed to meet the needs of residential students is also the responsibility of the Assistant Director. The Assistant Director should work in conjunction with the Senior Associate Managing Director of University Student Housing and the other Assistant Directors for Residence Life to ensure that these initiatives are aligned with the departmental goals and the university mission. Through collaboration with faculty and staff, the department will create seamless learning environments that assist students in their academic and personal success.

### Supervision, Selection, Evaluation, and Recognition

- Ensure area staff understands departmental and university mission/vision and works toward the continued development of supportive living and learning environments.
- Supervise 4-5 Residence Life Coordinators
- Supervise Manager for Conference Services (MCS)
- Indirectly supervise 3-5 Graduate Hall Coordinators and 4 Senior Business Assistants
- Facilitate regular area meetings of area professional staff including MCS, RLCs, and GHCs (Senior Business Assistants as needed)
- Regularly evaluate professional staff
- Participate in departmental selection processes for professional and paraprofessional staff
- Support and recognize group and individual achievements

### Educational Curriculum, Training, and Development

- Participate in campus-wide and area training coordinated by Residence Life, University Student Housing, The Division of Finance and Administration, The Division of Undergraduate Education and Student Affairs, and Texas Tech University
- Supervise staff efforts/progress based on formal and informal needs assessment and targeted goals
- Facilitate on-going training and development opportunities
- Understand and instruct others on the Educational Curriculum Development Model
- Review Education Logs within area for quality and consistency
- Facilitate departmental developments for staff (as needed)

### Academic Support

- Promote student learning throughout the Residence Life program
- Participate in group meetings to discuss opportunities, issues, and strategies to promote student learning with Residence Life professional staff

## Assistant Director (Operational) Position Description

- Participate in stakeholder meetings (which could include faculty, staff, and paraprofessionals) to develop integrated living/learning experiences for all residents
- Collaborate with Residence Life staff, and various college/university stakeholders (staff and faculty), to coordinate efforts on student learning through the design, implementation and maintenance of Learning Communities and Freshman Interest Groups
- Work with stakeholders (which could include faculty, staff, and paraprofessionals) to develop integrated living/learning experiences for students in learning communities
- Assist Assistant Director for Residential Education and Academic Programs, the Senior Associate Managing Director, and the Residence Life staff to increase division/college advising services in halls, particularly during pre-registration periods
- Promote and assist in coordinating faculty recognition/involvement efforts in area
- Work with the Division of Undergraduate Education and Student Affairs and the Center for Campus Life to identify and implement opportunities for service learning activities
- Assist with the success and implementation of the Raider Welcome program
- Be knowledgeable of resources and refer students to appropriate area; provide assistance and resources to students with higher academic needs
- Promote study group formation through paraprofessional staff and community leaders
- Support the Residential Life Tutoring program
- Assist with support and follow-up with students and staff through the implementations of MAP-Works
- Ensure academic achievement recognition/incentive programs occur in the area

### Student Judicial Process

- Act as a administrative hearing office
- Serve as liaison to the Office of Student Conduct
- Assure accurate and timely follow up by hall staff
- Follow-up with residents regarding incidents and completion of assigned sanctions
- Maintain conduct records and follow administrative guidelines for student conduct
- Hold staff and students accountable for their actions and decisions

### Assessment

- Support and coordinate approved department or division assessment programs/initiatives
- Foster an understanding and appreciation of assessment principles in area staff
- Interpret assessment data for the area to guide future practice
- Conduct other Focus Groups as needed to assist in gathering information to continue quality service in the residence halls.

### Administrative Duties

- Coordinate opening and closing procedures
- Collect and distribute information to/from the area
- Administer budget responsibilities for area and manage assigned budgets with the assistance of area staff
- Ensure accountability with area student group budgets
- Participate in budget planning discussions and the development of the fiscal year budget with proposed and revised budget planning during scheduled budget timeline
- Respond to concerns from parents/faculty/staff
- Attend meetings as scheduled and required. Including regular Assistant Director, Central Staff, ProStaff meetings and developments
- Monitor, maintain, and/or approve payroll

## Assistant Director (Operational) Position Description

- Work in the office from 8:00am – 5:00pm
- Coordinate efforts with other Assistant Directors and Unit Managers to complete system-wide tasks
- Perform other duties as assigned

### Crisis Intervention/Response

- Work with the Texas Tech Police Department, Student Counseling Center, etc. in response to issues/incidents in the residence halls
- Provide support and guidance to area staff with student and parent concerns
- Provide follow-up information the morning after an incident
- Respond to daily police and facility coordinator reports
- Serve on the Behavioral Intervention Team (BIT)
- Exercise sound judgment and ethics to handle situations appropriately

### Departmental Processes

- Chair or serve on 2-4 departmental/divisional/campus committees
- Work on special projects and/or task forces as needed
- Assist with staff selection processes as necessary
- Represent University Student Housing on division or university-wide committees
- Complete other duties as assigned

### Facility Operations

- Share information and work with Housing Services and Hospitality Services personnel in the area
- Follow-up on individual hall/student concerns when necessary
- Be included in capital planning/improvements process
- Assist with coordinating facilities projects and/or renovations for the area

### Campus Support

- Collaborate with the Office of Admissions, Welcome Center, and Residence Life in recruitment initiatives such as University Days, New Student Orientation, residence hall tours, and campus visit days
- Serve as departmental liaison with other student support services offices/departments
- Collaborate with Campus Life professionals in the development and advancement of F.Y.R.E. (First Year Raider Experience) program

### On Call

- Serve in on-call rotation with other professional staff members
- Be accessible by department provided cell phone 24-hours per day during on-call shift
- Remain within city limits
- Substitute for person on-call if necessary
- Be available on a call-to-duty status whenever residence halls are in operation
- In addition, there will be times throughout the year when the Assistant Director will be expected to work evenings and weekends. Availability during this time will be determined in conjunction with the other Assistant Directors and the Senior Associate Managing Director of University Student Housing.

## Assistant Director (Operational) Position Description

### **Qualifications**

A Master's degree in Student Personnel, Counseling, Higher Education Administration or related fields plus 5-7 years post Masters full-time residence hall management experience are preferred. A Bachelor's Degree is required and candidates must have previous residence hall staff experience. A successful Assistant Director candidate will have had experience supervising full-time professionals and graduate assistants, as well as experience with collaborating across campus for divisional and university programs/services. The Assistant Director position is considered a security sensitive position. Applicants will be required to do a background check and drug test. All candidates will be required to submit academic transcripts to verify education. Married applicants will be asked to verify marital status as defined by Texas State law, if the Assistant Director lives temporarily in a campus guest apartment while searching for permanent housing in Lubbock.

The Assistant Director must be committed to working within an innovative environment that is focused on the education of individuals and groups of college students within a residential setting through the development of cohesive living and learning communities. The Texas Tech University Residence Life program is built on a student learning philosophy supporting student involvement in government, residence hall standards, programming, community development, and supportive learning environments.

### **Remuneration**

The Assistant Director position is a 12-month appointment provided the individual is returning to work the following academic year. During the summer session the Assistant Director has responsibility for orientation, summer school, conference operations and Residence Life operations. The annual salary is \$48,500. Staff members accumulate annual leave in addition to the official holidays acknowledged by the University. The Assistant Director is considered professional University personnel and is expected to work during student vacation periods unless personal accrued leave is taken or an official state holiday has been designated. Additional benefits include participation in the Teacher's Retirement System of Texas, medical and dental insurance programs, and participation in the state agency longevity program. University Benefits require a 90 day waiting period from the first day of employment. The State of Texas has no state income tax. Insurance goes into effect after 90 to 120 days depending on when first day of employment falls within the month.

The Assistant Director position is a live-off position. However, to assist in finding housing in the Lubbock community, a new Assistant Director may live temporarily on campus in a guest apartment to assist in their transition. The length of time an Assistant Director may live in a temporary apartment will be determined by their supervisor, but may not exceed four months. If temporary live-on option is chosen, Assistant Director will need to pay income taxes on the monthly assessment of apartment and amenities. Reserved parking is available upon the individual purchase of a campus parking permit. Tuition for three academic credit hours each semester may be provided with the approval of your supervisor, after the first year of employment. Enrollment in a degree program must be earned for tuition to be waived.

### **Affirmative Action & Equal Opportunity (AAEO) Statement**

Texas Tech University is committed to the principle that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, national origin, age, sex, or disability, and that equal opportunity and access to facilities shall be available to all