

## Assistant Director for Residence Education and Academic Programs Position 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 for Residence Education and Academic Programs (AD-REAP), as an educator: (1) coordinates the overall educational and learning facets of the USH Residence Life program serving an on campus co-educational population of 6,500 students; (2) provides direction for student learning and the promotion of partnerships and initiatives supporting the academic success of residents. The Assistant Director is responsible for the direct and indirect supervision of the residence life specialty staff positions, student leadership groups, and the development of comfortable living- learning communities that foster academic success and assist individuals with their personal growth and development.

### **Essential Basic Functions**

Essential functions or fundamental job responsibilities for the position of Assistant Director include 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 Department of University Student Housing Access system; and (7) operate a hand held radio, pager and/or cell phone.

Essential 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, 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 technology including cell phones, computers, and LCD projectors to name a few.

### **Responsibilities**

The AD-REAP is a vital member of the residence hall community and the University Student Housing Staff. The Assistant Director is expected to work with the other Assistant Directors, the Senior Associate Managing Director, the Managing Director, and other departmental staff in the development and implementation of management and learning initiatives for University Student Housing's Residence Life program.

The Assistant Director-REAP is responsible for the management and direct supervision of 2 full time professionals, and the indirect supervision of Graduate Assistants, designated student staff, and student leaders in the REAP area. The Assistant Director-REAP is responsible for assisting professional and graduate staff in the development, enhancement, and evaluation of various programs and related components to enhance the educational experience of students. Current

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functional areas of supervision are leadership and academic initiatives including, but not limited to, Learning Communities, Freshman Interest Groups (FIGs), Educational Curriculum (programming model), and the development and assessment of learning outcomes. The Assistant Director is responsible for managing USH Residence Life's educational efforts by providing opportunities for resident's growth through the encouragement and support of the desired student learning outcomes within each hall and across the residential population.

The cultivation, development, and maintenance of collaborative relationships with campus stakeholders, and the creation and implementation of new and meaningful initiatives designed to meet the needs of residential students will be a primary responsibility of the AD-REAP. This is done in an effort to stimulate student involvement and develop strong communities that promote and enhance the opportunities for student learning. The Assistant Director REAP should work in conjunction with the Senior Associate Managing Director and the Assistant Director(s) for Residence Life to ensure initiatives are aligned with departmental goals and the university mission. Through collaboration with faculty and staff, the department will create seamless learning environments to assist students in their academic and personal success.

The Assistant Director REAP is a member of the Residence Life leadership team and supervised by the Senior Associate Managing Director. The Assistant Director works with the Residence Life leadership team to establish 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 of a student learning environment balanced with strong customer service.

Good communication and collaboration skills are essential for success in the Assistant Director REAP position.

### Leadership Team

- Serve as a member of USH's Residence Life leadership team which provides leadership and vision to practice, policy and procedures within the department to fulfill the mission of the university
- Serve as the champion for maintaining a student learning focus within the departmental policy, procedures, and processes
- Attend senior staff meetings
- Attend meetings and/or serve on committees or task groups in the absence of the Managing Director and/or Senior Associate Managing Director

### Personnel Supervision of Area Staff

- Ensures area staff understands and implements departmental and university mission/vision and works toward the continued development of learning supportive environments
- Supervises Manager for Student Leadership Development and Residence Life Coordinator for Academic Initiatives. Indirect supervision of the Graduate Assistants and designated student staff
- Facilitates area and one on one meetings with staff
- Evaluation of professional staff (on-going and each semester)
- Implements training and development opportunities and activities for supervision area
- Provide consultation, counseling and guidance to individuals and student groups
- Provide resources to staff regarding their job responsibilities

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### Student Learning and Development

- Articulate departmental educational philosophy including structures and strategies to increase student learning and success
- Coordinate and advise the seamless message and practice of student learning throughout the functions of the Department of University Student Housing
- Revise and coordinate the ongoing enhancement of the department's desired student learning outcomes and educational curriculum
- Understand and instruct others on the department educational curriculum
- Review educational initiatives for learning, effectiveness, and quality
- Prepare reports regarding the learning and activity in the residence halls

### Academic Support

- Create and implement strategies for academic program development within the department (i.e. Academic philosophy, faculty involvement, and academic skills)
- Participate in group meetings to discuss opportunities, issues, and strategies to promote student learning with University Student Housing professional staff
- Outreach and recruitment of faculty and staff in the ongoing development of new and current learning communities and academic support programs
- Collaborate with stakeholders (which could include faculty, staff, and paraprofessionals) to develop integrated living/learning experiences for students in our living environments
- Collaborate with Residence Life staff, as well as other staff and faculty, to identify efforts to increase value added student learning programs and techniques such as FIGs
- Implement the FIGs and serve as the Residence Life representative of the planning committee for program continuation and growth
- Facilitate discussions regarding continuous improvements for the Learning Communities, FIGs, Residential Tutors, Howdy TECHsans, and other established programs and initiatives
- Mentor professional staff through the leadership and maintenance of established Learning Communities
- Ensure academic achievement recognition/incentive programs occur
- Assist Senior Associate Managing Director and Assistant Director(s) in increasing college advising services in halls, particularly during pre-registration periods
- Assist in coordinating faculty recognition/involvement efforts
- Work with Undergraduate Education and Student Affairs professionals to identify and implement opportunities for service learning
- Works with MapWorks, retention and early alert systems
- Acts as campus contact for MapWorks and EBI Assessments
- Knowledgeable in general education requirements, and resources for specific college/department advising questions; would advise students on an as-needed basis

### Training, Development, and Instruction

- Implement professional and student staff training and development sessions
- Participate in professional development through training, committee involvement, reading of literature, conference attendance, and involvement in professional organizations

### Assessment

- Foster an understanding and appreciation of assessment principles
- Implement assessment techniques regarding student learning, training experiences, and educational experiences
- Oversee and guide assessment measures of professional staff regarding student learning and educational initiatives
- Support approved department or division assessment programs/initiatives

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- Interpret assessment data to guide future practice

### Administrative Responsibility

- Administrative responsibility regarding learning community activity, educational curriculum, and student leadership (Learning community reports, learning outcomes, etc.)
- Administer budget responsibilities for area and manage assigned budgets with the assistance of staff
- Participate in budget planning discussions and the development of the fiscal year budget with proposed and revised budget planning during scheduled budget timeline.
- Assist the Senior Associate Managing Director regarding specific tasks (memos, briefings, report writing, etc.)
- Participate in the recruitment of professional and student staff for University Student Housing
- Serve as hearing and appeals officer for student conduct and employment issues when needed
- Perform other duties as assigned, delegated or requested

### Student Leadership

- Support and promote student leadership and student groups within the residence halls
- Work collaboratively with the Manager for Student Leadership and Development and Graduate Assistants in the continued development of the Residence Halls Association (RHA), National Residence Hall Honorary (NRHH), Raiders Helping Others (RHO) and Student Staff Leadership Council (SSLC)
- Oversee campus wide programmatic efforts of student groups
- Ensure programming, budget, and special projects are in alignment of university policy, procedures, and philosophy

### Communication

- Develop successful collaborative relationships with colleagues, campus and academic partners
- Maintain positive working environments within and beyond University Student Housing through being approachable and open to new ideas, suggestions, and feedback.
- Excel at both written and verbal communication
- Demonstrate the ability to clearly articulate thoughts and concepts to a variety of audiences effectively and succinctly

### Crisis Intervention/Response/On Call

- Work with the Texas Tech Police Department, Student Counseling Center etc. in response to issues and incidents in the residence halls
- Provide support and guidance to professional staff with student and parent concerns
- Be available on a call-to-duty status through departmental cell phone whenever residence halls are in operation
- Serve in an on-call rotation for the campus residential system

### Departmental Processes

- Assist in the development and implementation of departmental vision, mission, goals, and objectives
- Chair, serve as a central staff liaison, or participate on 2-3 departmental /campus committees
- Lead and serve on department/divisional/campus task forces as needed
- Provide professional consultation services and program resources for other constituents within the University community

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### Contact with Facility Operations, Reservations, Business Administration and Hospitality Services

- Attends Facility Planning meetings as necessary
- Shares information and works with Facility Operations, Reservations, Business Administration and Hospitality Services personnel
- Follow-up on individual hall, student concerns when necessary
- Involved in capital planning/improvements process

### Campus Support

- Collaborate with the Admissions Office, Visitor Relations, and Residence Life in recruitment initiatives such as University Days, Orientation, residence hall tours, and campus visit days
- Serve as departmental liaison with other Student Affairs or student support services offices/departments
- Assist with the success of the welcome week programming

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 Managers, other Assistant Directors, and the Senior Associate Managing Director.

### **Qualifications**

A Master's degree in Student Personnel, Higher Education Administration or related fields, and 3-5 years post Masters full-time residence hall management experience are preferred. The Assistant Director REAP position is considered a security sensitive position. Applicants will be subjected to a police records check. If selected as a finalist, a satisfactory drug test is also required before the offer can be extended. All candidates will be required to submit academic transcripts to verify education.

The Assistant Director REAP 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 Assistant Director REAP must encompass a highly functioning understanding and working knowledge of student learning. In addition, the Assistant Director REAP must have good written and verbal communication skills and be able to build strong collaborative relationships. Assessment techniques in addition to learning styles and theory are appreciated in successful candidates. In addition, the ability to be self-directed, innovative, and independent are necessary skills for the Assistant Director REAP. The Texas Tech University - University Student Housing 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 may be given a position of responsibility in orientation, summer school, conference operations, and Residence Life operations. The base salary is \$44,000. 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.

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Insurance goes into effect after 90 to 120 days depending on when first day of employment falls in 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, if options is available. The length of time an Assistant Director may live in a temporary apartment will be determined by their supervisor. 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. 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