



WEST VIRGINIA STATE UNIVERSITY

Assistant Director Housing and Residence Life

West Virginia State University

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, racially integrated and multi-generational institution serving approximately 3,514 students. The University is a community of students, staff, and faculty committed to academic growth, service and preservation of the racial and cultural diversity of the institution. WVSU offers 23 undergraduate and six graduate degrees through its four colleges. WVSU competes in athletics at the NCAA Division II level in five men's sports and five women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

The Assistant Director of Housing and Residence Life position is 12-month full-time position that provides the overall day to day management and operations of the campus's residential life program and supports Campus Life programming, events, and initiatives. Under the direction and supervision of the Director of Housing and Residence Life, the Assistant Director is responsible for the overall management and operation of a campus residence halls. The successful candidate will also assist the Director in the ongoing implementation of a development-focused engagement plan for approximately 375 residential students.

This person will assist, and or develop policies and procedures, maintain conduct records, assist with navigating conduct hearings and provide direct and indirect supervision to Residence Life staff members. The Assistant Director may develop and implements educational programs and other engagement opportunities for the resident community educating them on community standards, civility and the importance and value of being part of a community. This person assists in the development and administration of departmental assessment initiatives and reporting, including gathering data, and statistics, mentors and counsels students on issues related to academic, social, and personal success, and makes students referrals to relevant University departments and outside agencies with appropriate.

This is a non-classified, essential, FLSA exempt, full-time, benefits eligible position.

Responsibilities for the Assistant Director

- Serve in 24-hour on-call duty with the Graduate Hall Director(s) rotation for a residential campus of approximately 375 students.
- Supervise directly or indirectly (10-20) paraprofessional staff of resident assistances, work-study students, departmental interns, and indirectly supervise a graduate degree-seeking student Graduate Hall Director(s).
- Meet regularly with staff members, and actively support student staff training activities and workshops.
- Lead paraprofessional training and efforts to design and implement a peer mediation strategy for use in managing conflicts between students living in the residence halls.
- Deliver educational programs and presentations to increase knowledge of Housing and Residence Life conduct and student's right and responsibilities.
- Provide guidance and support for ongoing learning centered on community development and civility.
- Assist with the direction and management and adjudication of student conduct matters in the residence halls.
- Supervise, direct, and evaluate job performance of professional and paraprofessional staff.
- Assist the director in providing accurate records and comply with government statistical reporting requirements.
- Design and implement active and passive interventions to address incivility in the residential community.
- Actively participate in leading efforts to create developmental interventions for students who violate residential and/or University policies within the residence halls.
- Assist with the ongoing development and implementation of a comprehensive training and development program for all Housing and Residence Life staff members.
- Initiate parental/emergency contact as allowed through Family Educational Rights and Privacy Act (FERPA).
- Collect and provide information as needed in regard to compliance in areas such as Title III, Title IX, and Clery.
- Support major departmental processes and projects such as opening/closing facilities, recruitment and selection, etc.
- Coordinate room inspections, Room Change Period, damage billing, and other residential life operations throughout the year.
- Assist the Director with the completion of annual, occupancy, assessment, and other statistical reports.
- Position requires evening and weekend availability for programs, training sessions, and emergency/crisis situations.
- Participation in departmental, divisional, and university committees/task forces/ working groups.
- Summer camps and conferences coordination efforts and supervise a summer paraprofessional staff of 5-10.
- The Assistant Director will perform other duties as assigned.

Requirements for the Assistant Director

- A bachelor's degree required; A Master's degree in student personal or higher education is highly preferred as is experience working with ADA, Title IX, and FERPA regulations.
- The position requires at least two through four years of professional experience in positions of which responsibilities include management experience in housing and residence life or other student affairs-higher education oriented areas.
- Residence life experience should include experience in case management; working as part of a multidisciplinary or interdepartmental team; working in a student conduct system; active involvement in related professional organizations; working with conduct management computer systems and significant knowledge and expertise in Title III, Title IX, Clery, and other key compliance issues.
- Experience in case management; working as part of a multidisciplinary or interdepartmental team; working in a student affairs system; active involvement in related professional organizations highly preferred.
- Working with computer systems and knowledge and expertise in Title III, Title IX, Clery, and other key compliance issues.
- The successful candidate must demonstrate an understanding and the value that living on-campus contributes to the success of college students and be able to articulate the role that residence hall plays on a predominantly commuter campus.
- Applicants should have excellent problem-solving and critical-thinking skills; the ability to analyze complex issues and effectively plan and organize work; excellent oral and written communication skills and experience in and awareness of the sensitivity required when interacting with, supervising and addressing the needs of a diverse community.
- Demonstrate proven ability to foster collaborative relationships across campus, work with parents/families, and contribute to creating a distinctive residential program.
- The successful candidate must be able to multi-task in a complex, fast-paced environment, possess strong organizational, written, and oral communication skills.

Salary Statement

This position is a pay-grade 5.

Remuneration

For the employment period, salary, full-time benefits, on-campus housing, meal plan, work cell phone and an annual parking pass.

Proposed Starting Date

August 1, 2019

To Apply

In order to be considered for this position, candidates are required to submit a cover letter, resume, unofficial transcript, and three professional references (name, title, address, telephone number, and e-mail address) by July 12, 2019. The position will remain open until filled, but applications received by July 12, 2019, will receive first consideration. All requested information must be submitted for your application to be considered. Please submit application materials via email in PDF (preferred) or Word to: hr@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000/105 Cole Complex
Institute, WV 25112

Contact

For further information regarding application procedures, you may contact Human Resources at (304) 766-3156 and/or hr@wvstateu.edu. You may also visit <http://www.wvstateu.edu/Current-Students/Residence-Life-Services.aspx> for additional information the Office of Residence Life.

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

West Virginia State University is an Equal Opportunity / Affirmative Action Institution and is committed to equal opportunities without regard to race, color, age, sex, sexual orientation, gender, gender identity or expression, national origin, religion, creed, genetic information & testing, family & medical leave, pregnancy, and Veterans and individuals with disabilities. We encourage all qualified women, minorities, protected Veterans and individuals with disabilities to apply for employment at West Virginia State University.