

**Assistant Director of Living Learning Communities and Leadership Development
12 Month Administrative & Professional
Position Announcement**

The Assistant Director assists with the overall coordination of the residential life leadership development and marketing programs by serving as a member of the Residential Life Leadership Team and by actively participating in University and Departmental Committees. The Assistant Director for Living Learning Communities oversees the creation and support of our living-learning communities. This team member must be able to build strong partnerships and collaborations with our academic, community, and corporate partners in ways that cultivate cutting edge living-learning programs that align with and contribute towards our educational priority and learning goals. They are responsible for the management, administration, services and activities in the residential environments related to the Living Learning Communities. Assists with the selection, training, supervision, and evaluation of the Associate Resident Directors {ARDs) and undergraduate staff assigned to this position. Other duties as assigned could include community development, student development, housing assignments, staff development, student judicial discipline, crisis intervention, programming, student governance advisement, and summer programs. Other duties to include: developing and facilitating programs; developing and maintaining faculty partnerships and stakeholders; facilitating marketing initiatives, including social media. Will serve on the EIU Residential Life Leadership Team and is supervised by the Associate Director and serve on the Senior Staff on-call rotation. This 12-month, live-on, or live within the Charleston, Illinois city limits professional staff position. It includes a meal plan to promote community development and policy enforcement for staff and students in our dining and housing facilities.

Description of Duties and Responsibilities:

1. Provides direct supervision to graduate and undergraduate staff and indirect supervision of all staff connected with existing and future LLCs.
2. Effectively communicate goals/services of the living-learning community program and make oral presentations.
3. Develop and implement annual plans for each residential learning community
4. Shares responsibility for the administration of the residential communities where LLCs are located. This includes coordinating with the Complex Directors, Associate Resident Directors and Resident Assistants where the LLCs are located. Works with Building Service workers and Facilities staff to ensure safety and cleanliness around programs done for the LLCs.
5. Oversight of Living-Learning Communities, developing programs, and connecting with faculty and staff involved in the LLC, marketing of LLC's programming and events in collaboration with the Associate/Assistant Director while maintaining strong relationships with participating academic and student affairs departments in supporting LLCs.
6. Coordinates all of University Housing and Dining {UHDS) Student Leadership Programs including Hall Councils. Actively serves as an advisor to the Residence Hall Association {RHA) and the National Residence Hall Honorary {NRHH).

7. Monitors and approves financial transactions to ensure funds are used properly within our leadership programs.
8. Develop programs, training, and consultation to students and staff on issues related to leadership development, involvement, student success, and advisement.
9. Serves as EIU's advisor liaison to the Great Lakes Affiliate of College and University Residence Halls {GLACURH), and the National Association of College and University Residence Halls {NACURH).
10. Responsible for long-range planning and goal-setting for LLC and Leadership Programs.
11. Coordinates all leadership training retreats and workshops throughout each academic year for on-campus student leaders.
12. Works to ensure that all residents in the LLC's feel included and welcome by overseeing community, academic and personal programs related to the LLC.
13. Is knowledgeable of department and university policies and ensures that students and staff with whom they interact are aware of such policies.
14. Facilitates awareness and sensitivity in celebration of cultural diversity.
15. Assists in the recruitment, selection, training, and evaluation of residential life staff.
16. Monitors and documents behavioral concerns. May adjudicate instances of university standards in conjunction with the with the Dean of Students Office.
17. Provides crisis intervention as situations arise. Utilizes on-campus resources to make appropriate referrals to students who need and/or require assistance.
18. Serves as the primary on-call and/or emergency contact while participating in the Senior Staff on-call rotation.
19. Establishes regular office hours. Maintains a high level of contact with residents and staff the LLC's on a regular basis.
20. Actively participates in the residential life strategic planning process with a focus on LLC and Leadership Programs.
21. Attends regularly scheduled departmental meetings and provides weekly consultations with supervisors.
22. Assists with Summer Conference Program operation.
23. Assessment of the Living Learning Communities and Leadership Programs. Providing feedback regarding individual staff effectiveness to Housing and Residence Life personnel.
24. Performs other duties as assigned by administrative personnel.

Requirements

Master's degree required by May 2024. Progressive experience in residential life/student affairs is required. The successful candidate must possess highly developed interpersonal skills, supervisory skills,

a strong commitment to inclusion and diversity, student leadership/advising experience, and robust administrative proficiencies.

Application Requirements

Send a letter of interest, resume, and 3 professional references to <http://apply.interfolio.com/135175>. References should include name, phone number, email address, and reference's professional position title. Transcripts will be requested upon selection for all finalist interviews. Official transcripts required prior to hire.

For questions regarding this search, please contact the screening committee chair, Lindsay Partlow at lnpartlow@eiu.edu.

Diversity and Inclusion: Eastern Illinois University is committed to fostering a learning community where all members feel welcomed and valued. The university provides equality of opportunity in all areas of campus life and we strive to recognize and appreciate the unique value of our students, faculty, and staff. Every member of campus has the right to learn and work in an environment free of discrimination and harassment, and beyond that, our goal is for all members of our community to develop a strong sense of belonging to Eastern Illinois University.

The University and Community: Eastern Illinois University takes pride in creating a warm, welcome environment for all faculty, staff and students. EIU boasts a rich, tradition of preparing students for their personal and professional goals. A traditional regional residential institution, EIU offers a superior education at a relatively low cost while consistently earning high rankings and distinctions for its affordability, academic program quality, career placement rates, campus safety, online degree options, student support, and sustainability initiatives. EIU focuses on individualized attention and superior student relationships and has earned recognition as the highest- ranking independent public regional university in Illinois and a place among the Midwest's top public regional universities according to U.S. News and World Report. Eastern offers faculty a wide range of research and public service activities. EIU hosts more than 175 student organizations on campus, and offers a variety of cultural events, NCAA Division I athletics, and active research opportunities for its students to enjoy and to thrive. EIU has become recognized for providing the resources of a large institution while creating the kinds of individual relationships that support student and alumni success.

Eastern Illinois University is located in Charleston, Illinois – a comfortable and safe east central town within a two- to three-hour drive of three major metropolitan areas -- Chicago, Indianapolis, and St. Louis.

Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer - Minority/Female/Disability/Veteran - committed to achieving a diverse community.