

Title of Position: **Assistant Director for Residential Life and Conference Services**
Appointment: **12 Month Administrative & Professional**

Function of Position:

The Assistant Director for Residential Life and Conference Services leads the overall operation of the residential life program by serving as a senior member for the Residential Life staff. The Assistant Director directly supervises two full time Complex Directors and three graduate assistant staff while indirectly supervising two other Complex Directors and over fifteen graduate assistants. The Assistant Director also assists in the oversight of the Panther Success Initiative Residential Curriculum, serves on the leadership team overseeing student conduct and crisis management, participates in advising student organizations, advising departmental committees, oversees staff selection and training, serves on university wide committees, and assists the other Assistant Director for Conference Services and Residential Life in directing summer conference operations. Through effective management, administrative, and programmatic responsibilities, the Assistant Director creates a community environment conducive to the academic success and personal growth of students consistent with the goals and objectives of Eastern Illinois University. The Assistant Director directly reports to the Senior Associate Director of Housing.

This is a full-time, 12 month, live-on or live within the Charleston, Illinois city limits professional staff position. The Assistant Director works in conjunction with the Senior Associate Director of Housing and serves as the lead Residential Life Officer in the absence of the Senior Associate Director of Housing. This position includes the expectation of eating in our university dining centers on occasion to provide policy enforcement within the dining facilities and to promote community development for staff and students.

Description of Duties and Responsibilities:

1. As a senior residence life staff member, the Assistant Director provides direct supervision and mentoring to Complex Directors and Associate Resident Directors and indirect supervision to Associate Resident Directors, Administrative Staff, and Senior Staff Assistants and Resident Assistants assigned to the area.
2. Provides overall direction concerning residential living relative to the day-to-day operations for the area while taking into account issues related to facilities management and dining services.
3. Facilitates and implements the departmental Panther Success Initiative within the residential area.
4. Establishes and maintains policies and procedures regarding area/building assignments, safety and security, keys, emergencies, and facility concerns that affect the residential area.
5. Participates in the creation and implementation of professional development and training opportunities for the residential life staff and other department and university sponsored events.
6. Monitors, approves, and audits funds and expenditures for the area.
7. Provides support and guidance for hall councils. Actively supports and assists in the advisement of the Residence Hall Association and/or the Eastern Chapter of the National Residence Hall Honorary.
8. Facilitates awareness and provides leadership toward educating our staff and students in the areas of social justice and diversity education.
9. Participates in the recruitment, selection, training, and evaluation of residential life and conference service staff. Assists with the selection and training of support staff, building services staff, and dining service personnel.
10. Serves as a primary emergency contact person for the entire residential area on a rotational basis.
11. Maintains daily office hours.
12. Models professional standard of ethics.
13. Assists in the administering the judicial process in conjunction with the Office of Student Accountability and Support.
14. Actively participates in the residential life strategic planning process.
15. Advises departmental committee(s) as directed by the Senior Associate Director of Housing.

16. Assists with the Summer Conferences Service program as the Associate Conference Coordinator.
17. Attends regularly scheduled departmental meetings and provides weekly consultation with the Senior Associate Director of Housing. Meets weekly with his/her full-time professional staff; convenes area meetings which also include representatives from dining services, building services, and hall support staff, as needed;
18. Performs other duties as assigned by the Senior Associate Director of Housing and the Director of University Housing and Dining Services.

QUALIFICATIONS: Master's degree in College Student Affairs, Counseling, Student Development, Business Administration, Public Administration, Management or related field required. Progressive full-time experience in residence life/student affairs with supervisory experience 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.

TO APPLY: Send letter of interest, resume, and contact information for three professional references, including name, phone number, email address, and professional position title to: <http://apply.interfolio.com/100811>. Preferred application deadline is February 11, 2022, however the position is open until filled. For questions regarding the search, please contact Jeremy Alexander at jdalexander@eiu.edu. For more information see www.eiu.edu/housing.

The University and Community

Eastern Illinois University takes pride in creating a warm, welcome environment for all faculty, staff and students. Established in 1895, EIU boasts a rich, 125-year 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*. 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.