



Assistant Director, Residential Education

Job Description

JOB INFORMATION

<i>Job Code:</i>	137631
<i>Job Title:</i>	Assistant Director, Residential Education
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Student Programs
<i>Job Family Group:</i>	Student Support Services
<i>Management Level:</i>	6 Supervisor

JOB SUMMARY

Oversees the day-to-day operations of multiple Residential Colleges/Communities. Serves as a Residential Review Hearing Officer and adjudicates high-level violations of the USC Housing contract that occur in the residence halls/apartments, including follow-up. Provides guidance in the development of behavioral standards appropriate to group living in an academic institution. Recruits, screens, hires, trains and directly supervises all assigned staff. Makes periodic visual inspections of areas for cleanliness, inventory, safety, and maintenance concerns. Responds to all emergency and crisis calls and assists Residential College Community Coordinators in managing situations. Participates in the development and administration of program budgets and recommends resource allocations. Participates in the compilation and analysis of needs assessment data and prepares status reports on program activities and results.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		4 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience advising a student government or organization and/or students regarding various student services.
X		Requires theoretical understanding in the area of student development.
X		Strong interpersonal and written communication skills.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Demonstrated experience in area of residential life including supervision of staff and budgeting.
	X	Experience with both residence halls and university apartment style living and familiarity with an urban setting.

Other Job Factors

- Time requirements of this position are unusual and demanding.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees the day-to-day operations of multiple Residential Colleges/Communities. Assists with short and long-range planning and implementation of student activities, programs and events within the assigned residential areas. Provides support and guidance for Residential College Community Coordinators in all matters. Provides oversight for Residential Education Committees and department committees. Attends and participates in all required meetings. Serves on divisional committees and/or task forces, as assigned. Develops working relationships with key campus partners, including Residential Faculty.				
Serves as a Residential Review Hearing Officer and adjudicates high-level violations of the USC Housing contract that occur in the residence halls/apartments, including follow-up. Serves as a University judicial hearing officer and adjudicates violations of the student conduct code in accordance with Student Judicial Affairs and Community Standards (SJACS). Tracks and monitors the judicial caseload and adjudication timeliness for all cases within the assigned residential area including providing guidance to Residential College Community Coordinators in their roles as hearing officers.				
Provides guidance in the development of behavioral standards appropriate to group living in an academic institution. Assists in formulation of policies and procedures for the Office for Residential Education and methods for their implementation and enforcement. Assists with escalated cases of individual or group misconduct personally or through referral to the appropriate campus resources.				
Recruits, screens, hires, trains and directly supervises all assigned staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. Oversees onboarding and orientation of new employees to ensure that duties, responsibilities, work requirements and performance standards are clearly understood. Assesses staff development needs. Promotes staff participation in educational opportunities and activities. Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on day-to-day basis. Ensures timely completion of unit's work.				
Makes periodic visual inspections of areas for cleanliness, inventory, safety, and maintenance concerns. Maintains building/community rosters and has accurate knowledge of hall vacancies in collaboration with USC Housing. Performs administrative tasks associated with hall closing and opening and participates in departmental staffing of check-in/out.				
Responds to all emergency and crisis calls and assists Residential College Community Coordinators in managing situations. Provides conflict mediation, crisis intervention and appropriate follow-up. Determines appropriate forms of intervention if necessary and tracks situations through to satisfactory completion. Counsels students and/or coordinators in crisis situations, psychological emergencies, medical emergencies, and refers to appropriate external resources, as necessary. Serves on a weekly duty rotation to respond to crisis for the entire USC population on behalf of Student Affairs.				
Participates in the development and administration of program and committee budgets and recommends resource allocations. Researches costs. Tracks, monitors and authorizes expenditures within established guidelines and University policies. Reports on variances. Provides financial status reports as requested. Maintains accurate records and receipt processing for procurement card and travel card system.				
Participates in the compilation and analysis of needs assessment data and prepares status reports on program activities and results. Conducts preliminary				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
analysis of data. Assists in the establishment of goals, allocation of resources and the on-going assessment of progress toward department objectives. Makes recommendations and offers solutions, options and strategies. Participates in the development of short and long-term plans for improving residential quality of life.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				
Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on university responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties; notifies Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the university community; and notifies the Clery Compliance Coordinator in the Department of Public Safety.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.