

**Job Description****Assistant Director of Residential Life - Assessment & Conduct - (STA013315)**

Assistant Director of Residential Life - Assessment & Conduct

**Organization** H0231 Student Housing & Res Life

**Description**

Responsible for a major component of Residential Life. Provides leadership to attain the goals and objectives of the department of Student Housing and Residential Life.

1. Responsible for a major component of Residential Life. Provides leadership to attain the goals and objectives of the department of Student Housing and Residential Life.
2. Oversees the delivery of program services. Plans, organizes, schedules and directs activities for Residential Life; coordinates activities with other university departments, contractors.
3. Prepares and implements departmental and program or project budgets; participates in the planning process and policy development.
4. Directs the daily operations and activities of assigned staff, including recruitment, selection, training, development and evaluation.
5. Performs other job-related duties as required.

EEO/AA

**SUMMARY:**

The Assistant Director of Residential Life – Assessment and Conduct is an integral part of Student Housing and Residential Life's (SHRL's) leadership team and provides leadership for benchmarking, research, and assessment advancing student success in the residence halls. Serves as the lead conduct officer for the department coordinating and participating in the investigation, adjudication, and developmental sanctioning of alleged violations of the University's Student Code of Conduct. The Assistant Director supports the vision and leadership for areas of responsibility that ensures that residential life is advancing the SHRL mission, vision, and goals as well as the division's strategic initiatives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:**

**Assessment**

- Leads the SHRL Strategic and Assessment planning framework, coordinating all areas for in the department; chairs the SHRL Assessment Committee
- Maintains the SHRL progress card which contains data points related to student success initiatives such as retention to the University
- Work closely with the Division Assessment Committee
- Provides oversight SHRL assessment reports, semesterly and annually
- Maintains departmental assessment instruments
- Analyzes, interprets, and summarizes results of data collection both quantitative and qualitative, preparing reports showcasing student learning and student success initiatives within various areas of residential life (student staff, student success, Living Learning Communities, Faculty in Residence program, student leadership organizations, Cougar Experience Scholars, and residential programming). Collaborate with Marketing & Communications to tell our assessment story via for multiple media. Establish and measure learning outcomes or program outcomes for programs and services
- Create assessment plan for programs and services in area

- Assists SHRL paraprofessional and professional staff in designing, implementing, and interpreting assessment activities (including survey design and data analysis)

## **Conduct**

- Serves as the lead conduct officer for the department coordinating and participating in the investigation, adjudication, and developmental sanctioning of alleged violations of the Student Code of Conduct; serves as the primary Appeals officer for RLC conduct cases
- Serves as the SHRL liaison with the Dean of Students Office related to student conduct and behavioral concerns
- Responsible for interpreting and explaining University and SHRL philosophies, policies, standards, expectations, regulations, and the developmental/educational goals of the conduct process to staff, residents, parents/guardians, and members of the campus community when necessary.
- Reviews all incident reports for SHRL and assigns to other SHRL conduct officers; trains student and professional staff in SHRL on the Student Code of Conduct, conduct processes, and the operations and management of the conduct database
- Create, charge, and hear student conduct cases within the prescribed timelines maintaining the appropriate records and database. Administer sanctions based on an educational and development approach, encouraging residents to take responsibility for their actions.
- Supervises and audits the caseloads of the SHRL conduct officers to verify cases are processed within an appropriate timeframe.
- Tracks medical and behavioral transports
- Collects and reports data in response to legislative mandates and other reporting requirements, including but not limited to, Drug Free Schools and Communities Act, Clery Act, and other agency requests (i.e. programming related to alcohol use, student transports, End of Semester Reports, etc.) and provide feedback to University partners about type, frequency, and response to violations
- Annually reviews and analyzes the Student Code of Conduct and SHRL Community Standards, collecting qualitative and quantitative data from multiple stakeholders, makes recommendations for improvement, and oversees the implementation of suggestions.
- Updates the department and/or University Student Handbook information as it relates to SHRL as well as updating departmental guides that apply to student behavior such as the Resource Guide.
- Analyzes, reviews, and updates departmental manuals and protocols related to SHRL Community Standards and the Conduct Process
- Serves on the Sexual Misconduct Response Team (SMRT) meetings and coordinates with EOS on sexual misconduct policy response within the residential halls.
- Consult and coordinate as necessary with administrators and other university departments to maximize student learning and development, community safety, and retention.

## **Department, Division, and University Committees and Advising**

- Responsible for the overall management of area, including policy development, strategic planning, goal setting and direction of all operational, fiscal, and personnel aspects of the program/service area
- Possess strong strategic thinking skills, with an emphasis on delivering and measuring action plans
- Establish and measure learning outcomes or program outcomes for programs and services
- Strong decision-maker, with transparency in decision-making and management; the ability to make good, consistent, and fair decisions based on fact and data
- Responsible for ensuring continued compliance with all local, state, safety and employment laws and regulations
- Participate in department committees and division service
- Respond to emergencies as needed, such as, crisis and emergency response; facility maintenance; serve on SHRL ride out team for campus emergencies.
- Maintains knowledge of federal, state, and local laws, UH MAPPs and SAMs and general policies and procedures applicable in a higher education residential life setting. Continues to read and study current literature on student learning, student development theory, management theory, and student affairs.
- Establish and maintain collaborative relationships within the department, with other departments, student groups, the university community and stakeholders.
- Work with and support cross-functional teams and to foster teamwork
- Develops strategies in line with the SHRL Mission Statement to enhance residents' experiences. This includes recommending and initiating solutions to problems or issues in systems procedures, ensuring residents' needs are continually met in a supportive, caring manner

- Assist with other projects as directed

### **Departmental Responsibilities**

- › Serve on 24-hour Back-up Professional on Duty (day, evening, holiday, and weekend) 365 days a year in rotation with other senior staff responding to a variety of emergencies, as needed. On-call response may include, but not limited to: crisis and emergency response; facility maintenance; direction and support for live-in paraprofessional, graduate, and professional staff; and conflict resolution for residents living in on-campus housing facilities students; Serve on SHRL ride out team for campus emergencies
- › Maintains knowledge of federal, state, and local laws, UH MAPPs and SAMs and general policies and procedures applicable in a higher education residential life setting. Continues to read and study current literature on student learning, student development theory, management theory, and student affairs.
- › Establish and maintain collaborative relationships within the department, with other departments, student groups, the university community and stakeholders.
- › Actively participates in departmental outreach activities, programming, and staff/student training
- › The ability to work with and support cross-functional teams and to foster teamwork
- › Develops strategies in line with the SHRL Mission Statement to enhance residents' experiences. This includes recommending and initiating solutions to problems or issues in systems procedures, ensuring residents' needs are continually met in a supportive, caring manner
- › Assist SHRL staff members (individuals and team) to develop and build skills necessary to accomplish goals and priorities of the department
- › Liaison with Marketing to make sure that the website and other materials are up to date
- › Serve on department committees; represent the department on division and university committees
- › Assist with other projects as directed

Other duties or projects as assigned as appropriate to rank and departmental mission.

### **Essential Position:**

This position has been designated as an essential position based on the duties of the job and the functions performed. Positions that are designated as such are required to report to work/remain at work even if classes are cancelled, and the campus is working on limited operations in an emergency.

### **Qualifications**

Bachelors and 5 years experience

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline is normally obtained through a formal, directly job-related 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed. Requires a minimum of five (5) years of directly job-related experience.

### **Additional Job Posting Information:**

- Department is willing to accept education in lieu of experience.

**Salary:** salary commensurate with education/experience.

**Required Attachments by Candidate:** Resume, Letters of Recommendation

**Employee Status** Regular/Benefits

**Posting Date** Dec 19, 2023

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