



UNIVERSITY OF MINNESOTA ROCHESTER

Assistant Community Life Director

The Assistant Community Life Director is the primary administrator of a residential area which houses students in structured communities at the health focused campus of the University of Minnesota Rochester (UMR). This position will provide leadership to UMR's diverse on-campus students in their living, learning communities through an innovative student development model focusing on the educational, social, multicultural, and personal development.

The Assistant Community Life Director is a full-time, live-in position requiring 40 hours of work each week, which may include some evenings and weekends. The Assistant Community Life Director will work closely with the Director of Residential Life to establish and maintain residence hall communities up to 750 residents in one or multiple residence halls that fosters student well-being, builds diverse and inclusive communities, supports students' academic success, and advances UMR's Vision, Values, and Strategic Framework. The Assistant Community Life Director reports to the Director of Residential Life who reports directly to the Associate Vice Chancellor for Student Success, Engagement, and Equity (SSEE).

This high student-faced position is responsible for the day-to-day operations of UMR's distinctive residence halls and the quality of community life in the student residences, including but not limited to community development, training and supervision of Residential Life student staff, programming, conduct (as a member of the UMR Student Conduct Team), and serving as a member of the Professional Staff On-Call team. The Assistant Community Life Director will model UMR's values: diversity and inclusion, respect, community, human potential and evidence-based decision making.

Duties and Responsibilities

Residence Hall Management (50%)

- Assist the Director of Residential Life with the implementation and sustainability of the eRezLife Housing Management System
- Collaborate with the Director of Residential Life with occupancy transitions including move-in, move-out, room changes, housing cancellations, and summer housing
- Attend weekly one-on-one meetings with the Director of Residential Life
- Conduct regular, no less than weekly, walkthroughs of each residence hall
- Collaborate with UMR Director of Facilities and Operations and building management on maintaining building facilities which include but are not limited to: submitting work

orders for non-residential areas, planning improvements, facilitating the damages process, etc.

- Maintain a minimum of four office hours/week
- Respond to resident concerns/questions including but not limited to: roommate conflicts, maintenance concerns, policies/procedures, housing contracts, etc.
- Collaborate with UMR's Disability Services Coordinator to manage support animal requests and concerns
- Serve on UMR's Student Conduct Team and manage in-hall low-level conduct violations
- Complete general administrative tasks, including supporting residential life management system and ordering supplies
- Reside on-campus in a residence hall
- Work an on-call schedule and evenings/weekends as required, including serving on UMR's Professional Staff On-Call Team

Student Staff Hiring, Training, Supervision and Development (30%)

- Assist with the recruiting and hiring processes of Resident Assistants (RAs), Desk Assistants (DAs) & Summer Assistants (SAs); collectively called Residential Life Student Staff
- Participate in and lead aspects of student staff training, staff development and supervision
- Facilitate and complete student staff evaluations
- Facilitate regular team meetings with student staff
- Meet with student staff for one-on-one meetings
- Oversee and manage the housing front desk area including mail/package operations

Living Learning Community (LLC) Programming (5%)

- Collaborate with SSEE staff on developing and supporting a programming model for Living Learning Communities, including administering an outcomes assessment and adjusting the program accordingly
- Collaborate with the LLC Coordinator(s) to plan and assist with Fall and Spring Bridge

Hall Programming & Budgeting (5%)

- Assess and identify specific interests and needs of students to implement departmental program goals
- Manage in-hall programming
- Manage a programming budget

Professional Development & Training (5%)

- Attend regularly scheduled SSEE Meetings
- Attend regularly scheduled professional development and diversity meetings
- Participate in the development of the SSEE department through presenting workshops for staff and students
- Participate in special projects and committees as needed



Duty Coverage (5%)

- Serve on the rotational Professional Staff On-Call schedule
- Respond to duty calls appropriately
- Duty coverage is 24/7 while on-call; may include some holidays or university breaks

Additional Responsibilities

- Budget management; responsible for the "Programming" budget
- All other duties as requested

Reporting Relationships

- This position reports to the Director of Residential Life
- This position supervises 17-34 student staff

Required Qualifications

- Bachelor's degree from an accredited college or university
- 1 year professional experience in student affairs, can be as an undergraduate

Preferred Qualifications

- Master's degree from an accredited college or university
- 3-4 years professional full-time post BA experience in Residential Life that includes administrative, organizational, and budget management skills
- 2 years professional experience in student conduct evaluation, assessment and management

Knowledge, Skills, Abilities and Key Competencies

- Ability to develop student programs and events with a diverse student body; and coordinate implementation of these programs
- Ability to collaborate with numerous departments across campus on student programming, projects and committees
- Ability to speak clearly and concisely, conveying complex information in a manner that others can understand, as well as ability to understand and interpret complex information from others
- Be familiar and comply with various state and federal legal requirements, including but not limited to, Title IX and the Family Educational Rights and Privacy Act (FERPA), and exercise best practices with regard to the maintenance of confidential student information.
- Experience in diversity education and training
- Experience working with students in crisis
- Experience with conflict resolution, problem-solving, and critical thinking with young adults.
- Ability to multitask and prioritize time commitments
- Adaptability and innovation



- Knowledge of student development models which focuses on educational, social, multicultural, and personal development
- Possess a sincere commitment to making a difference in the lives of students and the campus community
- Strong leadership and conflict management skills
- Strong administrative, organizational and budget management abilities and accurate reporting skills
- Understanding of a multicultural campus setting, and experience and sensitivity working with students from diverse backgrounds

Working Conditions

Must perform the following essential functions with or without a reasonable accommodation:

- This position is a full time, FTE, exempt position which requires 40 hours per week, 12 months per year
- Must live on-campus in university housing
- Must work on-campus 100% of the time
- Ability to work on-call with occasional evening and weekend responsibilities
- Ability to travel on and off campus

Job Code	Job Class	Class Title
9702RL	P&A	SS Pro 2-Residential Life
Focus Area	SSEE	HR Approved: 2/21/2023
UMR Internal (Working) Title:	Assistant Community Life Director	

