WESTERN WASHINGTON UNIVERSITY
OFFICE OF UNIVERSITY RESIDENCES
ASSOCIATE DIRECTOR RESIDENCE LIFE

Position Responsibilities:

Human Resource Management
Lead implementation of processes to recruit, hire, train, supervise, evaluate and retain highly talented and diverse student affairs focused staff at all position levels of Residence Life:

- Recruit and retain a well-qualified diverse staff of dedicated professionals.
- Supervise and conduct performance reviews for three professional assistant directors
- Supervise classified administrative support personnel for residence life
- Ensure compliance with federal, state, university and departmental hiring procedures
- Ensure appropriate level of professional development for staff to effectively perform duties
- Educate staff and students in respecting and understanding cultural differences
- Ensure proper supervision and equity in summer assignments

Co-Curricular, Academic, and Student Development
Direct programs accelerating academic, interpersonal/behavioral, citizenship, and leadership skills for all residential students:

- In collaboration with Enrollment and Student Services and/or academic units, establish a leadership program, build upon critical learning principles at the center of student leadership development and aligned with mission and strategic plan, and utilize best practices in student development and higher education
- Oversee development and implementation of residential curriculum designed to build positive group cohesion and community in the residence halls, enrich students' lives, and contribute to their development
- Build and strengthen inclusive, responsible, and accountable communities
- Implement initiatives to increase cross-cultural interaction among residential students.
- Develop collaborative partnerships in Enrollment and Student Services and Academic Affairs ensuring productive academic experiences that assist student retention and graduation
- Lead residence life efforts in outreach, follow-up and appropriate referrals for academically challenged residential students in partnership with other Enrollment and Student Services and/or Academic Affairs entities
- Administer adjudication of residential student conduct, consistent with the department’s housing agreement, and in coordination with the Dean of Students Office
- Lead residence life efforts related to students’ physical and mental health, in partnership with other Enrollment and Student Services and/or University Police units
Operations and Administration
Guide residence life initiatives to create a seamless operational and administrative environment exceeding student needs and expectations:

- Chair departmental committees and represent the unit/department with other university-wide committees as assigned
- Develop and maintain a system of staff duty coverage and establish on-call procedures for after-hour, weekend and holiday response to student and building concerns
- Work collaboratively with Occupancy Management to address the assignments needs of residential students with respect to current, emerging and optimal hall programs for occupancy and space allocations
- Integrate values of diversity and inclusion into development of programs, practices, policies and processes
- Create and implement business continuity plan for residence life and coordinate emergency protocols and response
- Communicate and assist with facility concerns and utility outages

Emergency Response
Direct and evaluate all emergency and crisis responses:

- Provide and manage crisis in a manner that eliminates or minimizes harm to students, property and facilities. Ensure crisis is managed in a manner diminishing risk and institutional liability
- Ensure staff are well trained to respond appropriately, and emergent situations are appropriately and timely brought to the attention of supervisors and/or senior administration
- In collaboration with campus stakeholder departments, manage policies and procedures by providing comprehensive and timely response to residential student physical, psychological, and medical emergencies twenty-four hours per day
- Participate as a member of the Division’s Behavioral Intervention Network. Evaluate cases to help ascertain risk of harm. Identify resources for significantly troubled individuals and make referrals to appropriate campus and/or off-campus resources; serve in a case management model to address and follow-up with individuals as needed

Strategic Planning, Leadership, and Assessment
Provide exceptional leadership for professional and student staff by strategic planning, implementation and assessment for assigned initiatives, and committee work in Residence Life, University Residences and the Division of Enrollment and Student Services:

- Develop systematic assessment programs to monitor trends and direct efforts to continually improve the residential living experience for Western Washington students
- Guide staff in a clear understanding and articulation of the mission, values, and strategic goals of residence life, housing, Enrollment and Student Services, and the University
• With constant focus on the student experience, develop and implement initiatives advancing the University Residences department; specific emphasis should be placed on assessment and learning outcomes, technological advancements, and development of community initiatives to best serve the campus student population

• Support and assist traditionally underrepresented students by utilizing campus resources, student staff, and creative and diverse programming

**Fiscal Resource Management**
Administrate fiscal processes with maximum integrity and timeliness:

• Follow all federal, state, university and departmental budget procedures
• Provide oversight and signature approval to residence life budgetary accounts and make recommendations for budget planning purposes
• Prepare and oversee annual budget, allocating resources in support of strategic initiatives

**External Relations**
Provide excellent support and leadership to all external stakeholders through service minded attention to the broader University Residences, Enrollment and Student Services, and university missions:

• Serve and lead Enrollment and Student Services committees as assigned
• Interface with parents regarding concerns for residential students in the halls
• Support conference services operations
• Assist in campus retention and enrollment management efforts

**Other duties**
• Demonstrate initiative through intentional relationship development and leadership in university, state, regional, and national organizations
• Network with administration, Academic Affairs and Enrollment and Student Services departments on campus
• Participate in and contribute to state, regional, and national professional associations.
• Participate in professional development opportunities
• Ensure values of diversity and inclusion are included in all aspects of the residence life program.
• Assist in a variety of University Residences initiatives and programs as needed
• Work occasional nights or weekends as needed to meet unit objectives
• Complete additional duties as assigned to meet departmental and university needs