

MINNESOTA STATE COLLEGES AND UNIVERSITIES
MINNESOTA NORTH COLLEGE - VERMILION CAMPUS

Employee Name:	Position Control Number:
Department/Division: Facilities/Housing	Classification Title: Academic Prof 1
Prepared By: Jeff Nelson	Working Title: Assistant Director of Residential Living
X Non-Exempt <input type="checkbox"/> Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	<i>If Exempt, attach required documentation</i>
X Unlimited <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Limited	If seasonal, list months during the season worked
X Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intermittent Percent if not full-time _____ %	Date Prepared: July 2025

This position description accurately reflects my current job.		This position description reflects the employee's current job.	
Employee Signature	Date	Supervisor Signature	Date

POSITION PURPOSE

The Assistant Director of Residential Living is responsible for assisting the director with all aspects of residential hall operations and management, including residential life programming, coordination of cleaning residential housing, administering student code of conduct, placement of all residents and leadership to resident assistants. The Assistant Director will live on-site, share on-call shifts, and have direct contact with residents.

The other primary responsibility includes working closely the Director of Colleges Services and other campus Directors of Residential Living on college wide housing initiatives. The Assistant Director will be available for direct backup support/on call days at other campuses.

PRINCIPLE RESPONSIBILITIES AND RESULTS

1. Responsible for the overall operation and management of residential facilities.

- a) Provide live-in supervision of college housing units and be available to residents and Resident Advisors as needed, including designated on-call times.
- b) Assist with implementation of policy and procedures related to resident safety/security. Review safety and security with residents as necessary.
- c) Serve as mentor/advisor for residents and make referrals to other staff/agencies as needed.
- d) Assist with inquiries related to the residential halls.
- e) Assist with reporting and documenting all facility and maintenance needs and concerns. Conduct residential hall maintenance inspections and take necessary follow-up action in collaboration with maintenance. Manage necessary corrective steps and charging with residents as appropriate.
- f) Assist staff with housing arrangements related to special campus programs.
- g) Participate in all-campus planning initiatives and serve as residential life representative on appropriate committees as assigned.
- h) Assist with the implementation procedures related to housing application, residential hall contracts, room assignments, and check in/out procedures.
- i) Provide support with the enforcement of all policies and procedures of campus housing adjudication process.
- j) Maintain StarRez Housing Module.
- k) Assist with scheduling of the weekend duty rotation and fill in as needed.

Priority: Essential

Percent of Time: 40%

2. Responsible for the development/implementation of a residential life program that will foster personal growth and development for residents and other students.

- a) Plan, implement and supervise campus housing programming initiatives, focusing on social, intellectual, health related, and cultural aspects of student development.
- b) Work closely with the Director of Residential Living to plan activities, especially evening and weekends, for the campus community. May be responsible for activities for the Student Center.
- c) Provide leadership in the communication and enforcement of residential life policies, procedures, and safety initiatives.
 - 1) Work with director to review, update and disseminate residential life handbook on an annual basis.
 - 2) Assist with planning and facilitating an “orientation program” for all residents at the beginning of the academic year.
 - 3) Assess sanction(s) to students who violate campus housing policies, regulations, and when appropriate refer for future disciplinary action
 - 4) Seek professional development opportunities to keep current on-campus residential life programs.

Priority: Essential

Percent of Time: 40%

3. Responsible for the staffing, supervision, training, and evaluation of Resident Assistants (RA) and Student Workers.

- a) Assist with the screening and hiring process including appropriate background checks
- b) Provide training for policies, procedures, code of conduct, etc.
- c) Provide coaching and evaluations.
- d) Support director with facilitation of weekly meetings.
- e) Assist and encourage the RA’s with residential life programming efforts.
- f) Coordinate work schedules.

Priority: Essential

Percent of Time: 10%

4. Perform other duties as assigned to ensure the smooth functioning of department, support other campus housing operations as needed, and maintain the reputation of the organization as a viable business partner.

Priority: Secondary

Percent of Time: 10%

KNOWLEDGES, SKILLS, AND ABILITIES

Minimum Qualifications

- Bachelor’s degree or experience working in an academic related residential life setting and/or student services.
- Effective written and verbal communication skills with strong interpersonal/human relations skills.
- Ability to organize, prioritize and meet deadlines on simultaneous projects.
- Knowledge of Microsoft Office software and database usage.
- Ability to collect data, assess needs, accurately maintain records and to act independently and make decisions accordingly.
- Commitment to diversity as well as a demonstrated ability to work successfully with persons of diverse backgrounds including sensitivity to their needs and concerns.
- Ability to plan and deliver innovative student life programming.

Preferred Qualifications

- Multilingual or multicultural background or experience working with underserved populations.
- Knowledge of program evaluation methods or principles.
- Ability to supervise work study and residential advisors.
- ISRS (student information system) database.

RELATIONSHIPS**This Position Reports to:**

Director of College Services

Supervises:

Resident Assistants and Student Workers

Internal and External Clientele and Purpose of Contact

All housing staff, prospective and current residents, summer guest residents, custodial staff and maintenance director, business office staff, students, faculty, local area K-12 staff and students and parents, college administration and staff, and the general public.

PROBLEM SOLVING:

The Assistant Director must deal with frequent conflicts involving students, parents, student employees, and supervisors, college staff, and outside agencies. The person in this position must provide on-the-spot problem solving assistance daily by utilizing established campus policies and procedures. They work closely with Director of Residential Living on issues.

FREEDOM TO ACT

Budget: TBD

Decision(s) Position Makes and Decision(s) Referred to Higher Authority

The Assistant Director must be able to follow through on the assignments outlined in the position description and college planning documents. Coordination and communication with the housing and facilities staff, student service staff, administration and faculty is required.

All employees must comply with department and institution procedures and policies, Minnesota State policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity.