ASSISTANT DIRECTOR OF RESIDENTIAL EDUCATION AND HOUSING SERVICES
Residential Education and Housing Services

POSITION SUMMARY

The Department of Residential Education and Housing Services fosters safe, inclusive and educational residential environments. It intentionally challenges and supports students to embrace global citizenship, civility, and self-accountability both on and off campus. Through engaging events and meaningful interactions, REHS promotes the holistic development of all students from the perspective of a liberal arts education.

The Assistant Director of Residential Education and Housing Services is responsible for the overall administration of a comprehensive Residential Education and Housing Services program. Through the supervision of Residence Directors, the Assistant Director will provide oversight and leadership to establish an atmosphere conducive to living the mission of Occidental College. The Assistant Director of Residential Education and Housing Services will work collaboratively with various campus constituents on programs related to residential education, housing services and student conduct, including themed housing, first-year experience, civic engagement, and student leadership. This is a full-time, live-on position.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

Responsibilities include, but are not limited to:

- Provide direct supervision and mentorship to up to three full-time (10-month) Residence Directors and indirectly supervise, oversee, and mentor Resident Advisors
- Provide leadership and direction for our diverse residential communities (First-Year Experience, Upper Division, Themed Living Communities)
- Assist with the management of the day-to-day operations of the department, development and implementation of annual goals, training initiatives, and objectives
- Support and implement building and campus-wide residential programming and educational efforts within Residential Education and the division’s programming model
- Represent Residential Education and Housing Services on appropriate college committees/taskforces, at meetings, and at events as needed
- Identify students with personal, social, academic or disciplinary problems and assist them with such problems conscientiously and appropriately either directly or through referral to the Emmons Student Wellness Center or other community resources
- Provide 24-hour on-call first responder coverage on a rotating basis
- Review, evaluate, and revise student and administrative departmental policies and procedures
- Work collaboratively with REHS Pro-Staff regarding occupancy, facilities management, room assignments, student concerns, etc.
- Serve as a campus hearing officer for student and student group judicial matters and work with other members of Student Affairs to conduct hearings
- Participate in activities and programs of the Division of Student Affairs and the college as needed
- Attend important campus community events (Orientation, Convocation, Graduation)
• Available to work evenings and weekends as needed
• Other duties and responsibilities as assigned

In addition to the above responsibilities, the Assistant Director will assume some of the following responsibilities within the Department of Residential Education and Housing Services.

• Oversight of recruitment and selection processes for paraprofessional and/or professional staff
• Oversight of development and training activities for the Assistant Directors, Resident Directors and Resident Advisors
• Oversight of our late night programming and/or large scale office programming

QUALIFICATIONS

• Master's degree required in higher education administration, student development, counseling or related field
• Strong leadership ability and excellent communication/organizational skills is a MUST for this position
• Two years of professional experience in residential education or housing services is preferred
• Knowledge and experience in judicial affairs is preferred

COMPENSATION

• Competitive salary and full benefits package (domestic partner benefits available)
• Furnished apartment, cable TV (with DVR), internet, and utilities included
• Meal plan stipend
• Professional development funding

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.