POSITION SUMMARY

The Department of Residential Education and Housing Services (REHS) 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 is responsible for the overall administration of a comprehensive Residential Education and Housing Services program. Through the supervision of Residence Directors (RD), 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 will work collaboratively with various campus constituents on programs related to residential education, housing services, and student conduct, such as 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, evaluation, and mentorship to full-time (10-month) Residence Directors and indirectly supervise and provide support to 52 Resident Advisors (RA)
- Provide leadership and direction for our diverse residential communities (First-Year Experience, Upper Division, Themed Living Communities)
- Chair and manage RA selection, RA training, and liaison with HR for student staff onboarding; assist on RD search committees
- Develop and assess the residential education experience; utilize current best practices in residential life to develop an impactful residential experience
- Collaborate with departmental leadership to develop a vision for programming, community development, and themed living communities in the residential education experience
- Manage the Residential Education budget for programming and liaison with the REHS Office Manager and the Director of REHS regarding budget planning initiatives
- Represent Residential Education on the Student Success Team, and coordinate care follow-up process with Resident Directors and/or Resident Advisors as necessary. Be a liaison between Res Ed and Student Affairs and Academic Affairs colleagues when supporting the implementation of collaborative programming and projects.
- Assist with the management of the day-to-day operations of the REHS, and the development and implementation of annual goals, training initiatives, and objectives
- Represent REHS on appropriate college committees/task forces, at meetings, and at events as needed

September 2021
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
- Support the management of the REHS website and front-facing information to students, prospective students, and loved ones/families
- Attend important campus community events (Orientation, Convocation, Graduation)
- Available to work evenings and weekends as needed

**QUALIFICATIONS**

**Required**

- Master’s degree in higher education administration, student development, counseling or related field
- Three years of professional experience in residential education or housing services
- Prior supervision experience of residential education paraprofessional staff
- Demonstrated experience in developing diverse, inclusive, welcoming and global communities in a residence hall environment
- Knowledge and experience in judicial affairs

**Preferred**

- 3-5 years of progressive professional experience in residential education and housing services
- Experience supervising professional and/or graduate-level residential education staff
- Experience managing RA recruitment and onboarding processes
- Experience managing RA training development and implementation
- Care Management Experience
- Knowledge of and experience with themed living communities
- Demonstrated experience liaising with faculty and/or Academic Affairs
- Knowledge and experience with managing housing software (eRezLife a plus)

**APPLICATION INSTRUCTIONS**

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

*Additional Information:*

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

September 2021
Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; professional development funding; furnished one-bedroom apartment, access to streaming shared cable, internet, and utilities included; meal plan stipend; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/humanresources/benefits-information.

All qualified applicants will be considered for employment, 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.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@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.