Assistant Dean of Students and Director of Residential Education, Housing Services and Student Conduct

**POSITION SUMMARY**

The Office of Residential Education and Housing Services fosters safe, inclusive, and educational residential environments for students at Occidental College. Our residential and conduct programs intentionally challenges and supports students to embrace global citizenship, civility, and self-accountability, both on and off campus. Oxy’s students are required to live on campus for three years.

The Assistant Dean of Residential Education, Housing Services and Student Conduct is responsible for the overall administration of a comprehensive Student Conduct and Residential Education and Housing program. Through the supervision of two Associate Directors and an Assistant Director, the Assistant Dean will provide oversight and leadership to establish an atmosphere conducive to living the mission of Occidental College. This senior leader in Student Affairs will work collaboratively with various campus constituents on programs related to residence life, including themed housing, civic engagement, and student leadership. This is a live-in position.

The Assistant Dean of Residential Education, Housing Services and Student Conduct reports to the Vice President for Student Affairs and Dean of Students and serves as a member of the Student Affairs leadership team.

**SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

Responsibilities include but are not limited to:

- Provide direct supervision and mentorship to two Master’s level Associate Directors, one Assistant Director, and an Office Manager
- Indirectly supervise, oversee, and mentor Resident Directors and Resident Advisors
- Assist with the management of the day-to-day operations of the department, maintenance of departmental website, development and implementation of annual goals, training initiatives, and objectives
- Develop, implement and oversee the recruitment, selection, and training of student and professional staff, including summer staff, in collaboration with the REHS staff
- Coordinate and implement professional development and training activities for professional and paraprofessional staff
- Provide detailed occupancy and budget reports for the Department and direct the overall administration of the Housing program
- Oversee the ownership of the Department’s budget and Housing model given a three-year residency requirement
● Provide leadership and supervision for the Student Conduct system; monitor, reconcile and manage student handbook and Code of Student Conduct with staff working with Student Conduct
● Work with the Senior Associate Dean of Students to address off-campus conduct issues and help facilitate neighborhood relations
● Remain abreast of current laws and best practices related to student conduct
● Confer with General Counsel on issues related to student conduct when necessary
● Conduct yearly audit of the student conduct system to ensure accuracy and consistency
● Support and implement building and campus-wide residential programming and educational efforts within Residential Education and the division’s programming model
● Work closely with other administrative and academic offices for the implementation and development of residential education goals and initiatives
● Represent the Office of Residential Education and Housing Services on appropriate college committees, meetings and events
● Advise various student programming groups, committees, and activities
● Contribute to and implement professional and paraprofessional staff training initiatives for the Division of Student Affairs
● Participate in 24/7/365 Deans and Directors on-call rotation and supervise the 24 hours on-call duty response of professional REHS staff
● Availability to work evenings and weekends as needed
● Develop strong relationships with faculty across campus and act as a faculty programs liaison
● Review, evaluate, and revise student and administrative departmental policies and procedures
● Work collaboratively with the Associate Director of Housing Services regarding occupancy, facilities management, room assignments, student concerns, etc
● Serve as campus hearing officer for student and student group judicial matters; assist with coordinating Conduct Council hearings
● Participate in activities and programs of the Division of Student Affairs and the college as needed
● Be available to assist and support with campus-wide programming efforts sponsored by the Division of Student Affairs (Oxy engage, Orientation, opening and closing)
● Attend important campus community events (Orientation, Convocation, Homecoming, Graduation)
● Other duties and responsibilities as assigned

QUALIFICATIONS

● Master’s Degree required in higher education administration, student development, counseling or related field
● At least seven years of professional/paraprofessional experience in residence life and/or housing
● Strong leadership ability and excellent communication skills or commensurate experience
● Strong knowledge and experience in judicial affairs are preferred
● This position is required to live in campus housing

COMPENSATION

● Competitive salary and full benefits package (domestic partner benefits available)
● Housing unit, cable TV (with DVR), and utilities included
● Meal plan
● 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.