



## **Job Description**

### **Associate Director of Residence Life & Housing**

#### **Saranac Lake Campus**

Full-time, live in position responsible for collaborative administration and management of a multifaceted residence life and housing program designed to enhance the overall College experience. The Associate Director of Residence Life & Housing works within the NCCC Association, Inc. (a separate 501c3 non-profit organization whose mission is to support the College), and dually reports to the Executive Director of the Association for matters related to housing operations and to the Dean of Student Life for residential education/programming, student conduct, and student services.

#### **Essential Association Job Functions:**

- Collaborative administration of day-to-day campus housing operation including but not limited to housing assignments/room selection, housing relocations, check-ins and check-outs, damage assessment, health and safety inspections, routine administrative reports and record keeping.
- Co-administration of summer conferencing program including but not limited to recruitment, selection and supervision of summer conferencing assistants, check-ins and check-outs, and damage assessment
- Serve as a liaison between the Association and the College for matters that impact to residence life and housing, including close cooperation with facilities management/maintenance/custodial services, accessibility services, enrollment management, campus safety, and student life staff.
- Manage budget lines for residential programming and RA training as allocated by the Association.
- Collaborate with College departments on meeting the needs of cohort populations of students, including but not limited to athletes and international students. This includes coordination and staff coverage of pre-season and early arrival housing as appropriate. A break housing policy is under development.
- Plan, organize, implement and lead fall and spring Move-In Days and host regular hall meetings 3 times a semester.
- Review Housing Policy Manual with executive director annually and ensure all residents are informed and aware of its contents and expectations.
- Maintain emergency contact information for all residential students and share with college entities as needed.
- Conduct regular safety drills to remain in compliance with legal regulations and maintain safety log for reporting purposes.
- Recruitment, selection, supervision and evaluation of the residence hall staff, including but not limited to Resident Assistants (RAs), work study student(s), and other student staff. Design and implement training and ongoing development for the residence hall student staff.
- Coordinate conflict resolution efforts and the housing relocation process.
- Regular attendance. Evening and weekends hours are required and a modified work week schedule is in place to accommodate this alternative work schedule. This includes on call responsibilities and evening office hours as needed.
- Make recommendations to the Executive Director of the Association on innovative improvements to the quality of life of residential students.
- Other duties as assigned.

## **Essential College Job Functions:**

- Collaborate with college security guards to maintain safety procedures.
- Serve as a lead resource and referral agent for residential student needs. Ability to successfully connect students to on or off campus resources and support services as appropriate.
- Serve on the Behavioral Intervention Team and provide necessary student intervention outreach and crisis response.
- Coordinate the College's NCCCAP MOU regarding professional on call rotation schedule, which subsidizes the on-call expectations of this position.
- Serve as an Administrative Hearing Officer as per the Student Code of Conduct to adjudicate low to mid-level student conduct cases in consultation with the Dean of Student Life.
- Develop and advise a residential student governance body such as a Hall Council or Residence Hall Association.
- Design and oversee robust residential education programming/initiatives focused on community building events, academic support, civic engagement, prevention education, and interpersonal skill development in conjunction with the Resident Assistants and residential student governance. Collaboration with the Office of Student Life and lead coordination of community traditions is expected.
- Serve on College committees as a Residence Life voice and liaison for the Association when available and needed.
- Attend relevant professional development opportunities on residential life issues. Ongoing development may include attending sessions created in cooperation with the College.
- Make recommendations to the Dean of Student Life on innovative improvements to the quality of student services for residential students.

## **Minimum Qualifications**

- A bachelor's degree
- Must possess excellent written, oral and interpersonal skills
- Commitment to providing excellent customer service
- Demonstrated ability to be flexible and work effectively with students and staff
- Skilled at problem solving, budget management, and organization

## **Preferred Qualifications**

- A master's degree in student development, student personnel, higher education administration or related field
- Previous experience with student staff selection, training and supervision
- Community College experience

Salary is extremely competitive and commensurate with experience. Benefits package and additional compensation for subject-to-call duties is provided plus full housing over a 12 month period and a meal plan is provided when classes are in session.

## **Application**

Review of applications will begin immediately and will continue until the position is filled. To apply for this position, upload your resume, position-specific cover letter, and the names/contact info of three professional references as a single pdf document to [\*\*equinn@nccc.edu\*\*](mailto:equinn@nccc.edu).

Inquiries regarding this position can be made to Elizabeth Quinn, Executive Director of the NCCC Association, Inc.

The position will be filled when an appropriate candidate is identified and is available as early as July 1, 2019.

AAE/EOE. Visit North Country Community College at [\*\*www.nccc.edu\*\*](http://www.nccc.edu)