



**DePaul University**  
**Human Resources**  
**Job Description**

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**DEPARTMENT:** Residential Education  
**DIVISION:** Student Affairs  
**JOB TITLE:** Assistant Director  
**REPORTS TO:** Director of Residential Education  
**SALARY GRADE:** Exempt, Full-time (B)  
**POSITION NUMBER:**  
**CURRENT EMPLOYEE:**  
**DATE:** January 2004

**GENERAL SUMMARY**

Reporting to the Director of Residential Education, the Assistant Director for Programming and Training is responsible for oversight and supervision of the residence hall director staff in the areas of selection, training, staff and student programming and professional development. Direct supervision of 3 Residence Directors. As a member of the Residential Education management team, the assistant director will also assist in the development and implementation of crisis follow-up; budget management; project administration; strategic planning and community building.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Selection, training, supervision and evaluation of multiple residence directors primarily in the area of programming, training and professional development. This includes summer and fall training as well as on-going training opportunities **(45 %)**
2. Provides direction and oversight for departmental selection processes for both professional and student staff. **(20 %)**
3. Address student and parent issues arising from student discipline, counseling and crisis related concerns. **(10 %)**
4. Develops and promotes programs and services, including web site development and management which respond to ongoing student needs. **(10 %)**
5. Participates in departmental planning, meetings and training for professional and student staff. **(10 %)**
6. Serves as appeal officer for student discipline cases. **(5 %)**
7. Other duties and assignments as designated by the Director of Residential Education.

**OTHER JOB RELATED INFORMATION:**

The assistant director is responsible for responding to emergency situations as needed. Cell phone coverage is expected 24 hours a day, 7 days a week.

The assistant director may participate in a teaching team or in the supervision of a student mentor through the First Year Program of DePaul University.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Microsoft Word, Excel, Access and Windows.

Ability to communicate effectively in writing and verbally.

Ability to work and make decisions in a high-volume, fast-paced environment.

Ability to effectively interact with students, parents, colleagues, University staff and faculty.

Ability to effectively interact with the professional and paraprofessional staff in the department.

Ability to provide both a student-centered and a customer service orientation.

Appreciation for and commitment to multiculturalism and diversity issues.

**POSITION QUALIFICATIONS:**

Master's degree and 3 - 5 years post graduate degree residence life experience with a strong emphasis in judicial program management and/or first year program administration, or an equivalent combination of education and experience.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. DePaul management reserves the right to amend and change responsibilities to meet business and organizational needs.*

**As an Equal Employment Opportunity (EEO) employer, DePaul University and the Department of Residential Education provide job opportunities to qualified individuals without regard to race, color, ethnicity, religion, sex, sexual orientation, national origin, age, marital status, physical or mental disability, parental status, housing status, source of income or military status, in accordance with applicable federal, state and local EEO laws. All candidates for employment shall receive consistent and equitable treatment.**