



SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System
Alpine, Texas 79832

Assistant Director of Residential Living Announcement of Position Availability

Appointment Date	Until Filled
Salary	\$25,005 (plus apartment & meal plan allowance)
Required	Bachelor's degree; one or more years experience in residence life including live-in experience.
Preferred	Master's degree in student personnel, higher education, counseling, or related field; Two or more years prior professional residence life experience. Irregular hours including evenings and weekends; travel with student groups.
Primary Responsibilities (Condensed)	<p><u>Assistant director</u> - assist with the overall departmental functions, office operations, administrative procedures, staff selection and on-going training of student staff, promoting staff development, implementing and enforcing policies and procedures, recognition and evaluation, attends and plans weekly student staff meeting, monitoring student staff duty hours, job performance & effectiveness, and conducts bi-weekly health and safety checks for his or her area. Discipline - Clearly communicates university policies to staff and students; Assist Resident Assistants in confronting students who violate policies; <u>Supervision</u> - Provides support, instruction, resources, and assistance to Resident Assistants in carrying out their duties; Responsible for training, supervising, and evaluating Resident Assistants. Administration- Responsible for all administrative operations to include budget management in their areas, checking residents in/out, occupancy/assignment procedures after initial room assignments, reporting maintenance concerns, damage assessments, inventory records, safety and security in the building, accurate records/files, routine reports, and staff meetings.</p> <p><u>Staff Development & Programming</u> - Coordinates staff selection and training of student staff; Coordinates monthly in-service training sessions to develop the staff's skills and knowledge. Responsible for the Residential Living overall coordination of either Programming or Staff Development. Programming - Stimulates and participates in academic, cultural, recreational, educational, personal development, and social activities in his or her area. Advises and promotes the Residence Hall Association (RHA) assisting with their projects and programs; works with Resident Assistants to develop and provide a balanced variety of educational, social, and recreational programs; keeps residents informed about activities and events happening on campus; assists with events involving residents such as Welcome Week, intramurals, Orientation, etc.; provides a monthly, semester and annual reports of the activities held.</p>
See	http://www.sulross.edu
How to Apply	Submit letter of interest, resume, contact information for three references and completed Sul Ross application to Human Resources Director, Sul Ross State University, Box C-13, Alpine, TX 79832. Phone (432) 837-8058; fax (432) 837-8244; e-mail suez@sulross.edu . Applications accepted until the position is filled.
	Texas Law requires a 90 day waiting period before new state employees are eligible to enroll in health insurance.
Application Instructions	http://www.sulross.edu/docs/hr/staff-application.dot http://www.sulross.edu/docs/hr/appins.pdf