

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Director of Residential Life and Student Activities

### POSITION OVERVIEW

The Director is responsible for the development, administration and operation of residential life programs and facilities, student activities, new student orientation, and student government. Manages departmental budget and residential life and student activities staff. The incumbent must maintain good working relationships across all departments and divisions. This is a full-time, 12-month benefited position with on campus required (housing provided) and a modified meal plan of 5 meals per week during the Academic Year.

### DUTIES

- Manages staffing, programming and operation of college residence hall facilities, to include: supervising and training staff, administering budgets, adjudicating policy violations, making referrals for health and counseling services, and coordinating housing assignments.
- Responsible for the management of StarRez (housing and judicial software) and coordination with IT to ensure its use / integration with other systems is effective and efficiencies are maximized.
- Coordinates the development and execution of the New Student Orientation program and assists with First Year Experience initiatives.
- Develops and administers residential life policies and procedures and educates all students regarding same.
- Advises and assists the Dean of Student Services with the administration of student disciplinary system.
- Responsible for developing programs and recognition for emerging leaders and coordinating opportunities for leadership with the Commandant's staff.
- Oversees the management of Student Activities, including clubs and organizations, Government, and yearbook and datebook.
- Serves as Advisor to the first year and sophomore classes.
- Serves as a resource for students with academic, personal or career concerns.
- Acts as facility manager for residence hall facilities to include: conducting building checks in accordance with Academy standards, following up on maintenance issues, facilitating equipment and room usage, and interfacing with facilities and safety as required.
- Represents Student Life at Admissions and Alumni events as needed.
- Responsible for content management and maintenance of Student Life sections of the Academy website.
- Supervises and participates in the professional staff on-call duty rotation for the Department of Residential Life, which includes on-call response, and early intervention for students in crisis (behavioural, psychological, and medical).

- Assists Campus Safety with evacuation management, accountability and emergency contact information during emergency situations.

*This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.*

## **SKILLS**

- Strong interpersonal and management skills
- Excellent organizational skills , ability to prioritize and to handle competing projects
- Excellent written, verbal and interpersonal skills required
- Ability to interact appropriately with all levels of staff including management, students, parents and vendors
- Strong customer service skills
- Able to work both independently and collaboratively

## **REQUIREMENTS**

- Master's degree preferred or equivalent in counseling/student affairs or related field; 3-5 years of experience in higher education/student affairs; or equivalent combination of education and experience.
- Knowledge of and experience with crisis protocol and student leadership preferred.
- Demonstrated ability to work well with and support adolescents and young adults.
- Excellent computer skills, proficiency with Microsoft Office Suite and Outlook email, knowledge of student information systems (preferably Power Campus), and ability to learn other applications and programs.
- Experience with Starrez or an equivalent housing and/or judicial software product preferred.
- Ability to create web/front page updates preferred.

## **PHYSICAL / ENVIRONMENTAL**

- Exerting up to 10 – 20 pounds of force occasionally.
- Requires occasional lifting, stooping, kneeling, crouching
- Occasional long hours/days and weeks, irregular schedule
- Exposure to the elements walking across campus or coordinating outdoor activities
- Use of computer keyboard and monitor

## **SPECIAL REQUIREMENTS**

- Criminal background check required
- Tobacco-Free Campus/Buildings/Ships

## MMA Position Factor Analysis

Job Title:	Director Residential Life & Student Services	Job Code:	50100
Wage Grade:	23	Total Points:	506

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	6	216
2	Effort		
	I. Mental and Visual Effort	6	48
	II. Physical Effort	2	20
3	Responsibility for Cost Control	4	32
4	Responsibility for Others		
	I. Injury to Others	5	40
	II. Supervisory Responsibility	4	32
	III. Sensitive Information and Records	5	40
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	6	48

Date of last  
reclassification                      01/2020