

# Maine Maritime Academy



## Assistant Director of Residential Life

### POSITION OVERVIEW

This position is a full-time, 12-month benefited position responsible for providing dynamic and collaborative oversight and management of a 667-bed residential complex as Resident Director for Curtis Hall. Reporting to the Director of Residential Life and Student Activities, this employee assists in creating and implementing a positive residential and academic environment for resident students. Under the supervision of the Director of Residential Life and Student Services, this position is responsible for the selection, development, training and supervision of the Resident Assistant staff. Performs on-call responsibilities within a duty rotation. Live-in housing in Curtis Hall is provided as well as a partial meal plan when classes are in session.

### DUTIES

- Acts as on-call crisis response/management and early intervention for student behavioural issues.
- Coordinates the hiring, training, and supervision of Resident Assistant staff.
- Supports Resident Assistants with residence hall programming in collaboration with the Assistant Director of Student Activities.
- Provides a professional staff presence in Curtis Hall.
- Provides resident students with academic, personal and vocational counselling.
- Establishes and maintains communication with students living in the residence halls through individual contacts, meetings, and discussions. Serves as a mediator/facilitator when necessary to provide resolutions for interpersonal conflicts between students.
- Participates in ongoing inspections of residence hall, physical plant and grounds, to ensure Academy and government standards of health, safety and cleanliness are met.
- Manages the inspection for damages and determines damage billing.
- Relays and follows up on residence hall work orders to Facilities.
- Coordinates safety and emergency response needs with Campus Safety and duty resident assistants as necessary.
- Provides Emergency Evacuation Procedure training and for RAs and ensures that all residents of the building have received training.
- Manages pre- and post- academic year housing for athletes, regiment, orientation, graduation, and cruise.
- Determines Company assignments for incoming students and manages ship moves, as necessary, to ensure student housing needs are met.
- Serves as Chair of the Residential Hearings Board, investigates violations of Academy regulations by residents and determines accountability of offenders.
- Provides room inventory control and key distribution.
- Coordinates student room assignments in collaboration with the Director of Residential Life and Student Activities.
- Provides assistance/liaison as needed to other areas of student services.
- Must reside in residential complex.
- May supervise and train student employees.

### SKILLS

- Excellent organization skills
- Ability to prioritize and to handle competing multiple projects

- Excellent written, verbal and interpersonal skills required; ability to interact with all levels of staff including management
- Strong customer service skills
- Ability to work with and support adolescents and young adults
- Able to work both independently and collaboratively
- Ability to work irregular / extended hours/weeks, including night and weekend duties as required
- Computer proficiency/Knowledge of Windows Microsoft Office Suite

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.

## **REQUIREMENTS**

- Minimum of Bachelor's Degree; Coursework in Student Affairs or Higher Education Administration preferred
- Experience with event planning and management preferred
- Knowledge of and experience with crisis protocol and student leadership preferred
- Two+ years' experience in residential life/student affairs preferred
- Strong interpersonal and management skills

## **PHYSICAL REQUIREMENTS**

- 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

**MAINE MARITIME ACADEMY**

**JOB TITLE: Assistant Director of Residential Life**

**JOB CODE: 2220**

**UNION: SSP**

**WAGE GRADE: 16**

**TOTAL POINTS: 408**

Wage Grade: 16 Total Points: 408

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	5	180
2	Effort		
	I. Mental and Visual Effort	4	32
	II. Physical Effort	2	20
3	Responsibility for Cost Control	2	16
4	Responsibility for Others		
	I. Injury to Others	5	40
	II. Supervisory Responsibility	3	24
	III. Sensitive Information and Records	3	24
5	Working Conditions	4	40
6	Responsibility for External and Internal Relations	4	32