

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ASSOCIATE DIRECTOR, RESIDENCE LIFE & DINING SERVICES (RESIDENCE LIFE OR FACILITIES MANAGEMENT)

Reports To: Designated Supervisor

UW Job Code: 3712

UW Job Family: 34 - Student Service Administration

SOC Code: 11-1021

FLSA: Exempt

Pay Grade: 26

Date: 5-28-96 (revised 3-7-00; 11-1-01; 7-1-02; 1-22-03; 7-1-04; 7-1-08; 5-1-21)

JOB PURPOSE:

Assist the Director with the operational, financial, and personnel functions; responsible for facilities operations and maintenance programs; design, develop, implement, or enhance comprehensive services and program structure by integrating the academic University Mission with the residential component of student life. Provide leadership and facilitation in ensuring student-learning models, services, and programs are provided. Ensure compliance with state, federal and University rules and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Associate Director, Residence Life and Dining Services (Residence Life)

- Provide student learning and residence education including designing, developing, implementing, or enhancing academic support services; recruiting and involving faculty in program(s) and services; presenting programs and workshops on academic skills; incorporating satellite services from other departments; developing academic classroom experiences in halls; collaborating/ incorporating Freshman Year Experience model/services; developing satellite tutoring, writing and math services; teaching related courses; and ensuring quality technology access and training for students with technology administrator(s).
- Provide research on student retention and program assessments; present workshops and programs regarding research findings to local, regional and national conferences and institutions.
- As directed, provide student leadership and community development by being an advisor to the executive branch of the Residence Hall Association including leadership, training and planning to modify and adjust judicial program, procedures and systems; collaborating with Freshman Year Experience program to ensure principles are applied into residential community and services; ensuring compliance with University Regulations regarding judicial and behavioral matters; and providing leadership training, education and advisement to all student leaders.

- Lead and develop operating procedures, protocols and plans; incorporate and develop systems that comply with national/professional standards.
- Ensure compliance, enforcement, and correct interpretation of University, department, state or federal rules and regulations.
- Write articles and presentation papers for professional publications, journals, and conferences.
- Assist with special projects and events such as summer conference groups, as directed.

Associate Director, Residence Life & Dining Services (Facilities Management):

- Assist director by managing human resources function, as directed.
- Responsible for personnel, program and service budget including budget development, compliance and accurate interpretation of policy and procedures, and providing savings and reallocation recommendations including cost projections and financial reporting, as directed.
- Responsible for facilities operations and maintenance programs; supervise housing facilities maintenance.
- Serve as a liaison with Physical Plant, Facilities Planning, and construction/renovation personnel.
- Lead and develop operating procedures, protocols and plans; incorporate and develop systems that comply with national/professional standards.
- Ensure compliance, enforcement, and correct interpretation of University, department, state or federal rules and regulations.
- Provide research on student retention and program assessments; present workshops and programs regarding research findings to local, regional and national conferences and institutions.
- Assist with special projects and events such as summer conference groups, as directed.

SUPPLEMENTAL FUNCTIONS:

- Act as Director, Residence Life & Dining Services, as directed.
- Serve on committees, as appointed.
- Other duties as assigned.

COMPETENCIES:

- Innovation
- Strategic Planning
- Collaboration
- Quantity of Work
- Quality Orientation
- Individual Leadership
- Integrity
- Adaptability

MINIMUM QUALIFICATIONS:

Education: **Master's degree in Educational Psychology, Curriculum, Psychology, Learning Theories, or a related field**

Experience: **4 years work-related experience**

Required licensure, certification, registration or other requirements:

- **Some positions may require a valid driver's license**
- **Some positions may require a ServSafe certification**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Residential housing programs and services.
- Academic standards governing student probation, suspension, and/or expulsion.
- Financial/business analysis and techniques.
- New student assimilation issues.
- Student support programs and services.
- Workshop development, implementation and assessment.
- Student recruitment and retention issues.
- Freshman Year Experience model/services.
- Satellite services procurement, development, and implementation.
- University class development, teaching, curriculum development, and assessment.
- New education technologies and availabilities.
- University regulations regarding judicial and behavioral matters.
- Pertinent state and federal rules and regulations governing designated areas.
- Project coordination, implementation, and assessment.
- Budget development and compliance.
- Facilities operations and maintenance programs.

Skills and Abilities to:

- Effectively resolve student crises, conflicts and problems.
- Assess program needs/outcomes and develop new or enhance existing programs to meet division, department, and University goals and objectives.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Budget preparation and fiscal management.
- Employee development and performance management.
- Coordinate quality assurance programs in area of specialty.
- Establish, direct, and enforce policies and regulations that pertain to campus life and student development.

- Use independent judgment and manage and impart information to a range of clientele and/or media sources.
- Establish and direct crisis management services, activities, and procedures for distressed students.
- Communicate effectively, both orally and in writing, to a diverse community.
- Work evenings, weekends, and serve 24-hour on-call on a rotational basis.

WORKING CONDITIONS:

No major sources of discomfort, standard office/residence hall environments. Occasional travel.

DISTINGUISHING FEATURES:

Assistant Director: The Assistant Director assists the Unit Administrator with the operational, financial, and personnel functions of the unit or directs a specified entity within the unit.

Associate Director: The Associate Director level acts with full-delegated authority as Director. As the Unit Administrator directs the operational, financial, and personnel functions of the unit including fiscal planning and management and strategic planning, hiring, firing, grievances and conflict resolutions, employee evaluations. The majority of support staff report directly to this level. The Associate Director level is the senior level and direct successor to the Unit's Appointing Authority in their absence.

In a Unit with both an Associate Director and Assistant Director Level: the Associate Director level is the level with a much broader scope of responsibility and is called upon to "act as Director with full decision-making authority in their absence." In a Unit with only one level (either an Associate Director or an Assistant Director), whichever level is present may be called on to temporarily "act on behalf of Director in their absence, as directed."

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.