Division of Student Affairs
Job Description

Department: Housing and Residence Life (HRL)
Official Duke Job Title: Assistant Dean, Residence Life
Classification: Job Family=33; Job Level=13; Job Code=1086
Working Job Title: Assistant Dean of HRL, Upper Class Campus
Supervisor: Senior Associate Dean, Residence Life, Upper Class Campus
Supervisory Responsibilities: Residence Coordinators (3), Graduate Assistants (2), and Staff Assistant (1).
Position Status: Regular, Full-time, Exempt

Nature of Responsibilities:
Assist with leadership for the residential experience and facility operations of Duke Upper class Campus housing approximately 3800 students. Develop a residential experience characterized by community development, faculty interaction, and leadership opportunities. Oversee the university’s second-year and Duke Houses program.

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<tr>
<th>Specific Duties</th>
<th>% of Effort</th>
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<tr>
<td>1. Supervise full time staff team assigned to West Campus including direct supervision of Residence Coordinators (3), Graduate Assistants (2), and Staff Assistants (1). Indirectly lead Graduate Residents (4-6); Resident Assistants (25-30). Participate in staff selection and training. Assess the job performance of direct reports and manage the job performance appraisal process of extended staff.</td>
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<td>2. Develop university’s “second-year experience” by collaborating broadly with partners in academic and student affairs to create experiences to support the academic and social success of our second-year students.</td>
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<td>3. Oversee performance and progress of Duke Houses (70+). Coordinate leadership election and transition, success at meeting House requirements, and individual house development.</td>
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<td>4. Manage and oversee staff-initiated programmatic budgets (3), and monitor DukeHouse council accounts (70+) ensuring proper procedures are followed and excellent stewardship of funds is provided.</td>
<td>10%</td>
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<td>5. Collaborate with university colleagues to provide support to students in crisis, and facilitate effective responses to student behavioral issues, as circumstances require. Serve on the University Emergency Dean-On-Call rotation responding to both undergraduate and graduate student emergencies.</td>
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<td>6. Contribute to overall leadership of HRL by serving on leadership team</td>
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Expected Qualifications
Master’s degree in higher education, student personnel or a related field plus three years of full-time experience working in university residential communities. Experience supervising staff at multiple levels, developing initiatives to foster community and learning, and administering budgets required. Experience supervising exempt level staff and experience working with upper-class undergraduate students (sophomores and above) is strongly preferred.

Specific Skills and Competencies

- Excellent planning and organizational skills.
- Superior verbal, written and interpersonal communication skills.
- Budget management.
- Crisis management
- Strong grounding in student development theory and its applications.
- Ability to establish and maintain effective, collaborative working relationships with students, colleagues, and management
- Proven abilities to create learning environments that are enriched with diverse views and people and integrate relevant cultural issues on campus
- Active listening skills and ability to facilitate problem-solving, decision making and goal setting in group situations
- Ability to work independently as well as collaboratively with colleagues
- Cultural competency demonstrated via success in working as part of a team as well as with individuals of diverse backgrounds and skills
- Demonstrated success in collaborating across units and fields of expertise
- Knowledge of appropriate financial procedures and practices in a university setting.
- Ability to negotiate and resolve multiple complex problems in a timely manner.
- Ability to communicate difficult/sensitive information.
- Advanced proficiency with knowledge, skills, and attitudes used in the selection, supervision, motivation, and formal evaluation of the effective application of strategies and techniques associated with risk management and crisis management.