Official Job Title: Assistant Dean, Residence Life
Working Job Title: Assistant Dean for HRL, Leadership and Faculty Engagement

Job Code/Level/Family: Code=1086; Level=13; Family=33
Department: Housing and Residence Life
Supervisor: Senior Associate Dean, Residence Life
Position Status: Regular, Exempt, Full-time
Supervisory Responsibilities: 1-3 Graduate Assistants

Nature of Responsibilities: The Assistant Dean of Leadership and Faculty Engagement will create, develop, direct and coordinate the recruitment, selection, and training of HRL student leadership roles and the training for Residence Coordinators. The Assistant Dean will lead all faculty engagement initiatives including serving as main HRL liaison for Living and Learning Communities and the Faculty in Residence program. The Assistant Dean will also lead the signature residential leadership programs of HRL.

Specific Duties: % of Effort

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<th>Specific Duties</th>
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<td>Provide direction and vision for all student leadership processes, including recruitment, selection, training and ongoing development. Design and develop marketing campaigns for the resident assistant and graduate resident positions. Collaborate with campus partners and community colleagues to actively recruit student leaders into both roles. Maintain communication and uphold human resource processes for candidates in processes. Adhere to Duke University human resources, and state and federal law protocols regarding the successful selection, hiring and training of paraprofessional staff, both domestic and international. Serve as the curriculum designer and instructional evaluation coordinator for the Resident Assistant Leadership Institute course for all new hire and alternate RA candidates. Lead creation and implementation of training program for Resident Directors and other Residence Life professionals as needed.</td>
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<td>Develop and sustain living environments that celebrate learning as an integral focus of the residential and university experience. Forge partnerships within academic and student affairs to ensure delivery of a residential experience characterized by faculty engagement. Serve as HRL lead for the Faculty in Residence program and all Living and Learning communities and contribute to assessment of all such programs.</td>
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<td>Lead development of major HRL student leadership initiatives including training for house council officers and advisement of the Resident Assistant Leadership Council.</td>
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<td>Manage and oversee multiple budgets. Ensure proper procedures are followed</td>
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and excellent stewardship of funds is provided.

| Maintain awareness and assist with response to numerous community issues including many related to mental health, student conduct and physical health. Collaborate with university colleagues to provide support to students in crisis and facilitate effective responses to student behavioral issues. Ensure appropriate compliance with FERPA, HIPPA, Title IX, and Cleary Act elements that connect to residence life team. Serve on the University Emergency Dean-On-Call rotation responding to all major concerns with both undergraduate and graduate students. Expected to be available for contact 24 hours a day, seven days a week. | 10 |
| Perform related duties as assigned or required to meet department, division and university goals and objectives. | |

**Required Minimum Qualifications:**
Master's degree in higher education, student personnel or a related field plus three years of full-time experience working in university setting. Full time experience working in residential communities required.

**Specific Skills and Competencies**
- Proven abilities to create learning environments that are enriched with diverse views and people and integrate relevant cultural issues on campus
- Understanding of current issues and trends in higher education, including student learning and development
- Excellent organizational skills; ability to manage multiple projects concurrently
- Excellent writing and verbal communications skills including report-writing and presentations
- 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.