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 (if applicable): Assistant Dean of HRL, Marine Lab Campus
Supervisor: Senior Associate Dean, Residence Life, Upper Class Campus; dotted line to Director, Duke University Marine Lab
Supervisory Responsibilities: Residence Assistants (2); Staff Assistant (1-PT); Coord, Program Svcs (co-supervised with Chef Manager)
Position Status: Regular, Full-time, Exempt
Location: Beaufort, NC – Must be able to travel as needed to Durham campus

Nature of Responsibilities:
The Assistant Dean provides day-to-day oversight of the residential experience and housing operations at the Duke University Marine Lab (DUML) in Beaufort, NC. Primary responsibilities include developing and sustaining a living-learning environment for students characterized by positive community relationships, faculty engagement, and opportunities for leadership. The assistant dean manages facilities and resources to enhance the student residential experience in close collaboration with DUML colleagues and works with DUML and Durham Campus partners to manage operations for special events and visiting groups. This position is based at the Marine Lab in Beaufort, NC and must be able to travel as needed to the Durham campus.

Specific Duties
Student Life – 40%
• Collaborate with DUML staff and faculty to create and support an undergraduate residential experience emphasizing community development characterized by a sense of belonging and significant connections between residents. Sustain a living environment that celebrates learning as an integral focus of the residential and DUML experience. Promote opportunities for student leadership and meaningful engagement with faculty. Oversee the selection and ongoing training of Resident Assistants.
• Establish and maintain effective collaborative working relationships with student leaders, student organization advisors, academic advisors, and student services staff. Maintain liaison with other programs, offices, and departments and coordinate access to student services provided by the Durham campus.
• Manage housing assignments and provide consultation to students, parents, and staff regarding student housing policies and procedures.
• Advise student organizations ensuring consistency in policies and practices between DUML and Durham campuses.
• Serve on the On-Call rotation responding to student emergencies. Collaborate with Durham and DUML colleagues to provide support to students in crisis and facilitate effective responses to student behavioral issues as circumstances require.

Effective Date: August 2019
• Identify and mitigate risk factors related to fire safety and overall security of residents. Maintain documentation of student evacuation protocols. With DUML and Durham partners, coordinate emergency evacuation procedures for students in event of natural disaster or other emergency.

Conference and Event Services – 45%
• Manage and coordinate process and policies related to special event planning and execution. Ensure that events are consistent with the mission, values, policies and practices of DUML. Maintain event calendar and keep DUML colleagues informed of visiting group events.
• Review and manage special event contracts, consulting with DUML leadership and University partners including Corporate Risk as needed. Collaborate with appropriate business managers on pricing, invoicing and collections for special events.
• Identify and mitigate risk factors related to attendee management, fire safety and overall security of events. Review safety plans to ensure compliance with state, local and university policies. Ensure that support service requirements are clear and well-defined.
• Ensure compliance with Duke’s Minors in University Programs policies and practices for visiting groups and outreach programs at DUML.
• Use approved event registration software to manage events ensuring all events are set up and closed out in a timely fashion. Schedule and coordinate DUML services (meals, housing, meeting spaces and other support services). Handle event-related logistics and room design. Review written pre-event confirmation of services and scheduling with clients and serve as point of contact as the event plan is being executed. Evaluate services provided with clients and make adjustments as needed to service delivery.

Administration – 15%
• Serve on the DUML leadership team and represent the campus in various divisional and university forums. Assist with projects as requested, including but not limited to marketing initiatives, policy development, assessment and programming.
• Oversee campus programming policies and training related to risk management and use of facilities. Develop and sustain relationships with DUML, university and city officials to maintain and train staff and students on established safety requirements and protocols.
• Participate in training, meetings, and other activities as requested on the Durham campus.
• Work closely with appropriate business managers to prepare financial and operational reports and make budget recommendations.
• Collaborate with DUML leadership, FMD and HRL colleagues on issues related to maintenance and enhancement of residential facilities.
• Manage staff recruitment and training. Assess the job performance of direct reports and manage performance review and feedback.

Perform related duties as assigned or required to meet DUML, division and University goals and objectives.

Qualifications

Effective Date: August 2019
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 residential community and learning, collaborating across units and functions, and overseeing administrative policies and practices. Experience working with upper-class undergraduate students (sophomores and above), crisis response and risk mitigation. Familiarity with managing systems and processes for special events is strongly preferred.

**Specific Skills and Competencies**

- 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.
- Proficiency in the effective application of strategies and techniques associated with risk management and crisis response.
- Excellent planning and organizational skills.
- Superior verbal, written and interpersonal communication skills.
- Systems, policies, and procedures relevant to special event management.
- 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.
- Maintain NC driver’s license in good standing. Expected to complete and maintain required compliance, vehicle safety checks, and training in order to remain eligible to drive Duke vehicles.