

Associate Director for Residential Life  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=242905>

Downloaded On: Oct. 4, 2024 8:03am

Posted Aug. 9, 2024, set to expire Aug. 4, 2025

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| <b>Job Title</b>            | Associate Director for Residential Life   |
| <b>Department</b>           | Res Life Admin  |
| <b>Institution</b>          | University at Buffalo, The State University of New York<br>Buffalo, New York                              |
| <b>Date Posted</b>          | Aug. 9, 2024  |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Associate/Assistant Director  |
| <b>Academic Field(s)</b>    | Residential Life  |
| <b>Job Website</b>          | <a href="https://www.ubjobs.buffalo.edu/postings/52032">https://www.ubjobs.buffalo.edu/postings/52032</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

### Position Summary

The [Division of Student Life](#) is accepting applications for the **Associate Director for Residential Life**. In this role, you will serve as a primary leader in overseeing the day-to-day functions of a residential life program while ensuring dynamic program delivery. This position includes educational, advisory, supervisory, and administrative functions that promote student engagement, academic success, personal development, and a strong sense of community through the implementation of a residential curriculum. Campus Living supports the University at Buffalo's mission by providing inclusive residential communities, meaningful growth and learning, every day for every one.

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You will serve as a member of the residential life leadership team.

Your primary responsibilities include:

- Direct supervision of Assistant Directors who provide administrative oversight and supervision to full-time Residence Hall Directors or Complex Directors, and a residential population of approximately 1,000-3,000 students.
- Primary leadership for multiple programmatic functions within the residential life program. Program functions may include, but are not limited to residential curriculum, residential student government, community development and engagement, success and retention initiatives, staff development and training, staff recruitment/selection efforts, living-learning communities, paraprofessional training courses. Responsibility for the breadth of programmatic functions is through a shared delivery model with other Associate Directors and Assistant Directors for Residential Life.
- Serve in a coordinating capacity, and sometimes as a liaison with a partner administrative or academic department, to provide services and amenities to residential students. Examples include mail and package services, computer labs, open houses, residential fitness centers, eRezLife software.
- Responsibilities for the functions are shared among a team of other Associate Directors and Assistant Directors for Residential Life. Budget responsibilities is also assigned, based on assigned function(s).
- Working with other leaders within Campus Living, provide direction and support for departmental initiatives such as residence hall and/or apartment opening/closings, turnover processes, room selection or assignment processes, procurement processes.
- Serve as a senior staff member on a rotating, on-call response team, which includes regular evening, weekend, and holiday availability. A university-provided cell phone is made available for this purpose.

This is a live-off position.

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

**About Student Life:**

As a member of Student Life, you will join service professionals, all driven by one shared set of values designed to help ensure students' well-being, create a safe and supportive environment, and promote student success. In Student Life, growth is a shared passion. We aim for excellence, thinking big and going bold. We pursue our goals tenaciously while stewarding the student experience. We build

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communities and advance diversity in all forms. We encourage discovery and celebrate success.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Minimum Qualifications**

- Bachelor's degree with a minimum of 3 years of experience **or** master's degree or professional certification with a minimum of 1 year of experience
- A degree in higher education, college student development, counseling, education, or a related field is required.
- Progressive residential life or collegiate housing experience required.
- Experience supervising full-time higher education professionals.
- Excellent administrative, as well as written and oral communication skills are required.
- Primary experience in developing and delivering at least one programmatic function of a residential life program such as leading training and development efforts for a department, coordination of a department-wide recruitment and selection process, serving as the advisor to a campus-wide student government, oversight of a large residential curriculum initiative, management of front desk operations, etc.
- Demonstrated commitment to diversity, equity, and inclusion in an academic or professional setting. Knowledge of and shows respect and sensitivity for cultural differences.

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- Visible, accessible, and approachable. Someone who builds trusted relationships. Ability to work independently with little direction.
- Based on the need to respond to crisis situations and serve on a duty rotation, travel within the campus and between campuses is required. Candidates will need to demonstrate how the transportation needs of the job will be met.

**Preferred Qualifications**

- More than five years of progressive, post-master's residential life or collegiate housing experience
- Experience working in a department with an established residential curriculum.
- Experience in developing and delivering retention initiatives with residential populations.
- Experience coordinating/leading/developing risk management strategies, behavioral interventions, or crisis response protocols within a collegiate setting.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**