



# MERCYHURST

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## UNIVERSITY

501 East 38th Street  
Erie, PA 16546  
814-824-2000  
800-825-1926  
[mercyhurst.edu](http://mercyhurst.edu)

### Assistant Director of Residence Life & Student Conduct

**Department:** Residence Life  
**Location:** Erie  
**Reports to:** Director of Residence Life  
**Classification:** Administrator

#### **SUMMARY**

Assists the Director of Residence Life in creating an environment that is conducive to experiential learning by creating educational programs for students and training the residence life staff. Responsible for communicating and enforcing university policy. The Assistant Director collaborates within a staff of three, each residing in campus housing and overseeing one of the following areas: Freshman Area, Sophomore Area, Upperclass Area.

#### **DUTIES AND RESPONSIBILITIES**

- Providing a residential environment that supports both academic and social development;
- Responsibility for the total management of apartment complexes/residence halls, including opening and closing buildings and maintaining a healthful and pleasant living environment by ensuring the maintenance upkeep of the residential buildings;
- Providing rotating weekday/weekend/break on call coverage across campus;
- Assisting in housing projects, organizing housing sign-up, Resident Assistant selection, and summer housing;
- Responsibility for selecting, training, supervising, and evaluating graduate student assistants and RA staff; planning in-service staff training and providing regular feedback and evaluations of job performance;
- Serving as the primary adjudicator for conduct issues in the AD's residential area as well as serving on conduct boards and maintaining student conduct records;
- Referring residents for university services as needed;
- Maintaining a safe living environment by enforcing university policies;
- Preparing publications for distribution;
- Responsibility for various day-to-day operational and administrative duties;
- Maintain operating budgets for RA programs; residential area
- Represent the Office of Residence Life & Student Conduct on university wide committees;
- Ability to serve as an advisor to student clubs and organizations;
- Other duties as assigned;

## **EDUCATION AND EXPERIENCE**

Master's degree preferred in Higher Education, Student Services, Student Affairs, Counseling, or related area or equivalent combination of education and experience. This is a live-in position; compensation includes a furnished apartment, cable, Internet. Pets are permitted with signed pet agreement.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to read and interpret documents; ability to write routine reports and correspondence.

Ability to speak effectively before groups of students and/or faculty and staff.

Ability to apply common sense understanding to carry out instructions furnished in written and oral form

To perform this job successfully, an individual should have knowledge of Microsoft Office including Microsoft Word and Excel as well as other programs. Knowledge of Colleague/Datatel. Knowledge of Adirondack Housing Director and Guardian a plus.

Excellent interpersonal and written communication, as well as, problem solving skills. Service oriented while working effectively under pressure. Able to handle multiple priorities and to be able to meet deadlines. Some evenings and weekends required. Excellent communication skills, experienced professional in telephone communications

## **WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **APPLICATION PROCESS**

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

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**Candidates must be currently eligible to work in the United States.**