



# MERCYHURST

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## UNIVERSITY

501 East 38th Street  
Erie, PA 16546

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800-825-1926

[mercyhurst.edu](http://mercyhurst.edu)

### **Assistant Director of Residence Life & Student Conduct**

**Location:** Erie

**Department:** Residence Life

**Reports to:** Director of Residence Life

**Full Time**

**Classification:** Administrator

**Open Until Filled**

#### **SUMMARY**

Join a team dedicated to vibrant communities within residence halls, apartments, and townhouses. At Mercyhurst, you will be able to work closely with the students and the resident assistant staff to provide an environment that supports, challenges, and engages students where they live. The Assistant Director of Resident Life and Student Conduct has the unique opportunity to shape a student's life not only by living in the same area as the students, but also through a conduct system where students will grow and develop.

Mercyhurst University seeks qualified applicants to fill the position of Assistant Director of Residence Life & Student Conduct. This full time, twelve-month, live-in position's compensation includes a salary, university benefits, furnished apartment, cable, internet, and a local telephone service. Specifically, this position assists the Director of Residence Life in creating an environment that is conducive to experiential learning by providing educational programs and training the residence life staff. The Assistant Director is also responsible for communicating and enforcing university policy and serves as an adjudicator.

#### **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
- Facilitating and participating in regular staff meetings with Resident Assistants, Graduate Assistants and supervisor

- 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
  - Selecting, training and supervising staff at residence hall area desks; Directing and responding to emergencies
  - Serving as a positive role model for students both on and off campus
  - 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 services as needed
  - Maintaining a safe living environment by enforcing university policies
  - Preparing publications for distribution
  - Participating in residence hall apartment fire safety inspections. Regularly utilizing email *and* phone communications
  - Responsibility for various day-to-day operational and administrative duties
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  - 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
- All other duties as assigned *by* the Director of Residence Life & Student Conduct

### **PREFERRED QUALIFICATIONS**

Bachelor's degree is required, with a Master's degree in Higher Education, Student services, Student Affairs, Counseling or related are preferred. Experience in Higher Education or Residence Life is preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Familiarity with college student learning and development theories.

Demonstrated knowledge of best practices in student engagement on a college campus. Commitment to and knowledge of multicultural and diversity issues. Demonstrate ability to work effectively with a wide range of constituencies in a diverse community including experience working with international student concerns. Effective supervision, interpersonal, communication, and presentation skills.

Ability to motivate, develop, direct and train assigned staff including coordinating and supervising work  
Ability to foster a cooperative work environment

Ability to interpret and adapt guidelines and procedures.

Ability to manage multiple tasks and effectively prioritize among competing needs.

Ability to utilize assessment to guide initiative development.

Ability to respond appropriately to conflict and crisis

### **SPECIAL REQUIREMENTS**

This position requires some evening and weekend hours. Vacation restrictions apply during times of peak activity in the department.

### **ABOUT MERCYHURST**

Mercyhurst University, is a fully accredited four-year, catholic, liberal arts institution founded in 1926 by the Sisters of Mercy, who worked hard to make the college and the Erie community a better place.

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Today, Mercyhurst has evolved considerably. The university is home to more than 3,000 undergraduate and graduate students immersed in more than 500 undergraduate majors with 67 concentrations as well as unique adult programs and eight graduate degrees.

In addition, Mercyhurst University offers 24 varsity level sports, all of which are competitive in either NCAA Division I or II. And in the spirit of our founders, Mercyhurst continues to play an important role in the community. Inspired by our motto, "Carpe Diem" (seize the day), our faculty and students are busy making a difference on and off campus - from "the Hill" to the far corners of the world.

### **APPLICATION PROCESS**

Review of applications will begin immediately and continue until the position is filled. 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)

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

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