

Department:
Position Code: SHRL8507A-Associate Director, Student Development Programs
Closing Date: Open until filled
Salary: Commensurate with education and experience

Background
check: Background check may be required

Description: UC Merced opened in the fall 2005 with a long-range goal to house 50% of the students on campus. Our growing program currently houses 2100 students in traditional and suite-style residence halls with three new communities anticipated to open before 2020.

The mission of Housing and Residence Life at the University of California, Merced is to provide clean, safe, student-centered residential communities. We cultivate our living-learning experience to support academic accomplishment, diversity and respect for human dignity, and student success. Our sound financial management and business principles enable us to expand our programs and facilities to serve the changing needs of the students and university community.

The Associate Director supports this mission by directly administering the residential program elements, including general administration, residence life programs, staff selection, training, and supervision, counseling and advising, student conduct, leadership development, and emergency response.

The Associate Director serves as a member of the Housing and Residence Life Management Team, which, under the general direction of the Director of Housing and Residence Life, collectively manages the day-to-day operations and programs and develops long-range objectives for all housing and residence life student development programs and initiatives. The Associate Director will provide recommendations, leadership, and assistance in delivering a coordinated and comprehensive residential program supporting student success. Specifically, the position designs and organizes the program areas delineated in the job description, providing leadership, vision, policy development, oversight and problem analysis/resolution. The Associate Director serves in the absence of the Director of Housing and Residence Life.

KEY RESPONSIBILITIES:

GENERAL ADMINISTRATION
RECRUITMENT AND TRAINING
STUDENT DEVELOPMENT AND RESIDENCE LIFE PROGRAMS
SUPERVISION AND STAFFING
STUDENT CONDUCT and EMERGENCY RESPONSE
COUNSELING AND ADVISING

Qualifications: • Bachelor's degree in related area and 3 years of directly related experience or 7 years equivalent experience / training required.

- Master's degree in related area preferred.
- Experience with program development and assessment for residence hall experiences required.
- Knowledge of and experience with best practices for residential living in the following areas:
 - Support of student learning and success
 - Academic achievement; diversity and inclusion
 - Social integration
 - Student leadership and advising
 - Wellness and well-being
 - Life and career preparation
 - Empowerment and accountability and values clarification.
- Supervision of professional and paraprofessional staff, including recruitment and professional development.
- Demonstrated ability to integrate the values of diversity, inclusion, and equity into Housing and Residence Life.
- Demonstrated experience with student conduct.
- Ability to successfully manage crises and emergencies.
- Experience assessing and managing risk.
- Experience analyzing and resolving conflict, team building, group dynamics and problem-solving skills and excellent interpersonal communication skills.
- Working knowledge of regulations affecting residential life programs (i.e. Americans with Disabilities Act, the Fair Housing Act, and Title IX).
- Ability to establish and maintain effective and collaborative supervisory and collegial relationships.
- Operational knowledge and experience managing budgets.

- Knowledge of common University-specific computer application programs.
- Skills in monitoring/assessing people, processes or services, to make improvements.
- Ability to implement strategies for creating an inclusive residential community.
- Skills to accurately interpret, enforce, and explain University policy.
- Skills as a team-focused manager and leader with excellent written and oral communication skills.
- Self-directed with strong time management and administrative skills.
- Proven skill to take a concept or idea and put it into action.
- Experience performing after-hour and emergency response protocols and effectively resolving crises (fire evacuation, responding to community-wide incidents, emotional crisis, etc.)
- Ability to establish short and long-term goals and lead staff to achieve goals and fulfill expectations.
- Comfortable working in a growing environment with constant change.

To Apply: Please complete a UC Merced [application](#) and email along with resume and cover letter to ucmcareers@ucmerced.edu. Please indicate in the subject line of your email the Position Title and Position Number you are applying for. For questions regarding how to apply please email ucmcareers@ucmerced.edu or call 209-228-8247

If you do not have internet access you may mail your application, resume, and cover letter to: University of California, Merced, 5200 North Lake Rd., Merced CA 95343. Please list the job number on the subject line and email to UCMcareers@ucmerced.edu

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.

For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>.

As of January 1, 2014 the University of California, Merced will be a smoke and tobacco free workplace. Information and the Smoke and Tobacco Free policy is available at

<http://smokefree.ucmerced.edu>

E-Verify: Effective September 8, 2009, all employers who receive Federal contracts and grants are required to comply with E-Verify, an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). E-Verify electronically verifies employment eligibility by comparing information provided on the I-9 form to records in the DHS and SSA databases. Certain positions funded by federal contracts/subcontracts requires UC Merced to notify job applicants that an E-Verify check will be conducted and the successful candidate must pass the E-Verify check.

[More Information](#)

For information on the comprehensive benefits package offered by the University of California visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/>