

Assistant Director Residential Education - School of Arts &
Sciences
Tufts University

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Posted Jul. 25, 2022, set to expire Dec. 7, 2022

Job Title	Assistant Director Residential Education - School of Arts & Sciences
Department	School of Arts & Sciences
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 25, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Residential Life
Job Website	https://jobs.tufts.edu/jobs/17485?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply Online Here	https://jobs.tufts.edu/jobs/17485?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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Job Description	

Overview

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The Office of Residential Life & Learning supports dynamic co-curricular learning and engagement for all undergraduate and graduate students living on campus within the School of Arts & Sciences, the School of Engineering, and the SMFA at Tufts. It partners closely with colleagues across the Division of Student Affairs and with other AS&E and University-wide departments (including Health and Wellness, Community Relations, Campus Police, Facilities, University Counsel, Undergraduate Education, Office for Campus Life, and the University Chaplaincy) on a wide variety of campus programs and initiatives. More specifically the department develops programs and policies that foster community, promote citizenship and provides students with a residential experience that is a significant component of their education at Tufts.

What You'll Do

This is a hybrid position expected to be in person four days each week, with the ability to work remotely one day each week.

Reporting to the Associate Director of Residential Education, the Assistant Director of Residential Education for continuing students provides leadership in building vibrant, co-curricular living communities designed to facilitate students' personal, social and intellectual development. The Assistant Director is a full-time staff member who lives off-campus and works with diverse groups of students, staff, and faculty in a highly selective and competitive academic environment. This position serves as a vital connection between students, the Office of Residential Life & Learning, and the broader Division of Student Affairs at Tufts. The Assistant Director's primary responsibilities will lie in the support and development of the students, student staff, and professional staff in our continuing student neighborhoods.

The Assistant Director of Residential Education will support a number of departmental and university-wide initiatives, performing job tasks including:

- Offering direct supervision to 3-5 live-on Residential Life Coordinators and indirect supervision to Assistant Residential Life Coordinators and Resident Assistant Staff
- Supporting undergraduates in residence, including the University's Special Theme and Interest housing
- Working with student and professional staff to resolve conflicts arising in the residence halls
- Contributing to the department's newly developed Residential Learning Model, specifically focusing on the continuing student experience
- Serving as a Hearing Officer and upholding community standards in collaboration with the Office of Community Standards
- Serving on the Central Staff on-call rotation to respond to crisis and emergency situations
- Addressing the needs and concerns of students from diverse backgrounds and contributing to a departmental and institutional commitment to equity, diversity, and inclusion initiatives
- Supporting the management of residential facilities and other operational needs of all Tufts' on-campus living spaces in close partnership with the Associate Director of Housing Operations, including hall openings and closings, Health and Safety Inspections, and more
- Representing the Office of Residential Life and Learning in campus-wide committees and working groups

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What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree.
- 2-3 years of progressively responsible relevant experience supporting student growth, residential life, student life and/or student affairs, including administering individual student conduct decisions, supporting students in difficulty, and/or designing initiatives to promote dynamic co-curricular student engagement.
- Familiarity with student development theory and knowledge of best practices in student affairs administration at selective colleges and universities.
- Ability to exercise sound judgment/decision making and strong organization skills.
- Excellent critical thinking and problem-solving skills; excellent oral and written communication and interpersonal skills.
- Demonstrated ability to manage multiple projects and tasks with attention to detail and consistency; demonstrated ability to work effectively both independently and within a team.
- Strong computer skills; advanced knowledge of Microsoft office suite.
- Commitment to equity and inclusion both personally and professionally.

Preferred Qualifications:

- Master's degree in applicable field such as higher education or student development is a plus.
- An understanding of the needs of first generation students and those from various socio-economic backgrounds, and commitment to social justice.
- Demonstrated experience with conflict resolution and mediation, sensitivity and flexibility in dealing with problems and situations.
- Demonstrated effective supervisory, communication, and interpersonal skills.

An employee in this position must complete all appropriate background checks at the time of hire, promotion, or transfer.

Equal Opportunity Employer – minority/females/veterans/disability/sexual orientation/gender identity.

Contact Information

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

Contact



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