

Assistant Director of Residential Education  
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=246492>

Downloaded On: Oct. 13, 2024 8:14am

Posted Oct. 7, 2024, set to expire Feb. 1, 2025

<b>Job Title</b>	Assistant Director of Residential Education
<b>Department</b>	
<b>Institution</b>	Worcester Polytechnic Institute Worcester, Massachusetts
<b>Date Posted</b>	Oct. 7, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Student Affairs
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**Job Description**

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**JOB TITLE**

Assistant Director of Residential Education

**LOCATION**

Worcester

**DEPARTMENT NAME**

Housing and Residential Experience

**DIVISION NAME**

Worcester Polytechnic Institute - WPI

**JOB DESCRIPTION SUMMARY**

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The Assistant Director provides leadership for the implementation of the day-to-day student experience in the undergraduate and graduate residence halls for all campus residents. They directly supervise and provide professional development for the Community Director staff and serve as the department lead conduct officer, including interfacing with the Dean of Students Office and assigning cases as appropriate. The Assistant Director plays an integral role in implementing the residential experience program as it relates to creating a safe and secure living learning environment, which supports students' personal, educational, social and professional development and is supportive of the university's strategic plan and values.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. We are looking for candidates who can support our commitment to equity, diversity and inclusion.

### JOB DESCRIPTION

- Recruit, train, supervise, and evaluate six professional Community Directors and provide leadership in their selection, training and supervision of the paraprofessional residence hall staff.
- **Residential Experience:** Design and implement training for professional and paraprofessional residence hall staff on the residential community development model, department learning outcomes, programming and purposeful interactions that support outcomes; participate in the assessment of educational efforts in alignment with departmental, divisional and university priorities and strategic goals.
- **Student Conduct:** Serve as lead conduct officer for the department, including the review of all departmental incident reports and Campus Police reports. Provide training and oversight of Community Director staff in implementing departmental conduct processes. Serve as a member of the university Care Team and provide support and follow up to students of concern.
- **Departmental and Divisional Responsibilities:** Participate in department and division programs and meetings and serve on departmental and campus committees as appropriate. Serve in the Administrator on Call rotation as coordinated through the Dean of Students Office.
- **Summer Residential Housing:** Supervise Summer Housing through Community Director staff, including paraprofessional residence hall staff supervision and programming efforts during the summer months.
- Performs all other duties and responsibilities as assigned or directed by supervisor.

### REQUIREMENTS:

- Master's degree in student personnel, higher education administration, or related field.

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- 3-5 years working within a residence life program
- Demonstrated successful experience in staff management, building community, and policy and system development, and implementation.
- Strong written and verbal skills and demonstrated fiscal management.
- A strong understanding and appreciation for cultural, ethnic, and individual differences.
- Strong organizational and management skills.
- Ability to work effectively in a fast-paced environment.
- Be able to work collaboratively with students, staff, and faculty, and assist them in understanding the academic as well as the student development needs of students

Salary: \$49,500 - \$54,000 and university provided housing (3 bedroom apartment) in the vicinity of the campus; semi to fully furnished; and laundry.

WPI's [benefits package](#) includes a robust retirement match, wellness perks, tuition assistance and more!

### **FLSA STATUS**

United States of America (Exempt)

**WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.**

**To apply, visit:** [https://wpi.wd5.myworkdayjobs.com/en-US/WPI\\_External\\_Career\\_Site/job/Worcester/Assistant-Director-of-Residential-Education\\_R0002871](https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Assistant-Director-of-Residential-Education_R0002871)

### **About WPI**

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

### **Diversity & Inclusion at WPI**

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WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

**Contact Information**

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

**Contact**

N/A

Worcester Polytechnic Institute

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