PURPOSE
Oversees campus amenities facilitating residence education programs, initiatives and activities to support residential students in achieving success academically, socially and personally using student development and applied environmental theory.

DUTIES

Residence Education
• Oversee implementation of educational events and activities to ensure they are in alignment with and support our residence education goals using student development and applied environmental theory
• Develop and maintain all campus and community partnerships that support student learning and engagement in the Residence Education amenities portfolio
• Collaborate with the Residence Education Specialist for Academic Initiatives and other campus partners to support Living Learning Communities as applicable
• Oversee ongoing assessment of usage and achievement of goals in all Residence Education amenities; establish usage and success benchmarks for assessment
• Oversee student leadership by empowering students to plan and implement activities, workshops, classes and fairs in all Residence Education amenities
• Oversee the support of Residential Life leadership programs through collaborations with student organizations, including hosting events, and supporting events needs within the Residence Education amenities
• Manage and execute MOUs for Amenity spaces and serve as the primary point of contact for Residential Life with campus partners, including maintaining partnership with the College of Engineering and College of Arts and Science’s DXARTS program at Area 01 and the Dabble Lab, the McCarty Innovation and Learning Lab (MILL), and McMahon 8

Operations
• Select, train, evaluate and supervise four professional staff members; two Residence Education Specialists and two Shop Technicians
• Oversee the selection, training, evaluation and supervision of student hourly employees in Residence Education amenities to ensure all student staff are receiving consistent and effective supervision that supports students’ Husky Experience
• Oversee the management of the day to day operations of all HFS Amenities, include the MILL, Area 01, Fitness Center West, and McMahon 8
• Oversee effective collaboration with HFS Facilities Services to ensure an adequate schedule for cleaning and maintenance of Residence Education amenities
• Oversee management and maintenance of equipment in Residence Education amenities and all recreation equipment in residential communities
• Oversee safety standards, procedures and training for staff and students in the MILL, McMahon 8 and Area 01 Dabble Lab through communication and collaboration with EH&S
• Oversee access parameters and use permissions for Residence Education amenities, including direct interface with CAAMs programming
• Oversee the purchasing and management of consumable resources
• Oversee effective management of supplies and resources, including comprehensive inventory
• Oversee budget expenditures of areas of responsibility
• Oversee marketing efforts of HFS Amenity spaces, including website and social media management
Senior Residence Education Manager

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- Oversee space usage priorities for staff and student leaders; including reservation system for equipment and spaces
- Serve in an after-hours on call rotation responding to the unique needs of student staff working in the amenity spaces
- Work collaboratively as a Residence Education Amenity Team to support Conference Services usage of the amenity spaces during the summer months

Other Functions
- Communicate regularly and provide updates to all Residential Life staff
- Serves as a member of the Residential Life Team
- Contributes to Residential Life initiatives such as staff selection, opening activities, and recognition events
- Contributes to the coordination of Residential Life recognition efforts
- Performs other duties as assigned

IMPACT TO THE UNIVERSITY
This position advances the core mission of the University by developing and supporting residence education in unique residential amenities to support academic, social and personal development

POSITION COMPLEXITIES
HFS Residential Life houses over 9,500 students in residence halls and single-student and family apartments. This position oversees the operationalizing of student development and applied environmental theory within this complex and quickly evolving environment.

WORKING CONDITIONS
Position works a regular day shift with some evening and weekend events and activities. Position involves program and project management, chairing meetings and speaking publicly.

SUPERVISION RESPONSIBILITIES
Supervises four professional staff, with cumulative responsibility for supervising 75 student employees

REPORTS TO
Director of Residential Life

QUALIFICATIONS
- Master’s Degree in Student Development or a related field
- Five or more years of experience working with Residence Life, Student Activities, Information Technology or other relevant experience
- Demonstrated ability and interest in learning and utilizing advanced technology (proficiency with advanced technology such as 3D printing is not a requirement, but desire to explore and learn is required)
- Demonstrated ability to effectively supervise
- Demonstrated ability to effectively manage complex systems
- Demonstrated commitment to student learning/development and collaboration with staff, faculty and students in delivery of programs and services
• Knowledgeable regarding student development and learning, residential academic initiatives and University programs and services
• Strong written and oral communication skills and attention to detail

CONDITION OF EMPLOYMENT
A satisfactory outcome from the employment verification and reference check processes.