California State University, Stanislaus is pleased to announce the following position and invites nominations or applications.

Assistant Director for Residential Life

The Assistant Director of Residential Life is a full-time, 12 month, MPP (Management Personnel Plan) position and reports directly to the Director of Housing and Residential Life.

The Assistant Director has responsibility for the Residential Life function of the Housing and Residential Life department, a student housing complex in excess of 700 students. In alignment with the departmental values of learning, inclusion, service, engagement and integrity the Assistant Director provides vision and leadership for a Residential Life Program that aspires to be the place where learning and fun come together.

With minimal oversight by the Director the Assistant Director leads the following Residential Life core components:

- Overall program administration, management and planning
- Academic and personal wellness
- Community diversity and inclusion
- Student engagement and sense of belonging
- Co-Curricular events and activities
- Student care, conduct, case management and crisis intervention
- Training, professional development and supervision of professional and para-professional staff
- Evaluation and assessment

The Assistant Director is expected to work in concert with Housing and Residential Life colleagues to demonstrate unit-held belief in the following qualities of leadership excellence: effective communication, integrity, positive attitude, vision and foresight and human kindness.

Qualifications and Knowledge, Skills and Abilities:
The successful candidate must have a Master's degree from a four-year college or university in the field of student personnel administration, behavioral sciences, or public service-related field and five (5) years of professional experience working in higher education relevant to student services. The incumbent must have knowledge and experience of university housing operations.

The successful candidate must have:

- Experience working in a residential housing community at a University, including community relations, conduct, student wellness and academic support.
- Ability to work positively and effectively with a diverse student body population, including a large first-generation college student population. Experience meeting with students in group and one-on-one settings.
- Ability to establish rapport and work effectively with a wide variety of people, including students, parents, community members and colleagues. Experience serving as a department and/or university liaison with parents and family of students. Ability to model and coach constructive working relationships with others.
- Knowledge of student development theory and emerging college student trends.
- Knowledge of crisis management/emergency preparedness procedures.
- Student conduct philosophy rooted in the restorative justice model.
- Familiarity with state and federal regulations including Clery, Title IX, Alcohol and Drug Free Campuses, etc.
- Team-oriented collaborative leader with an innovative, creative and energetic work style. Experience as a supervisor with a philosophy of mentorship, personal accountability and communication. Experience creating and facilitating professional and para-professional staff development and training for a residential life team.
- Excellent written and verbal communication skills. Demonstrated experience with presenting and public speaking. Communication style based on kindness, empathy and compassion.

- Demonstrated leadership and organizational skills including strategic planning and assessment; ability to deal with emergent issues, multiple projects and constituents simultaneously.
- Demonstrated ability to source necessary and relevant information in order to conduct accurate and factual research.
- Knowledge and skills related to budget management.

In addition, the ideal candidate will have:

- High degree of deadline-driven productivity, commitment, adaptability, initiative and follow-through. Strong attention to detail.
- Ability to maintain a flexible work schedule, including after hours events as needed.
- Experience in administration related to residential life management software and/or electronic records system.
- Experience serving at a Hispanic Serving Institution.

Salary Range: Salary will be commensurate with education and experience. This is a 12-month, full-time, CSU Management Personnel Plan (MPP) position with an excellent benefits package. For detailed information on management benefits please refer to the following benefit web page: http://www.calstate.edu/hrs/benefits/documents/management-personnel-plan-mpp-benefits-summary.pdf.

Anticipated Starting Date and Application Procedure: The position will remain open until filled. Initial screening of candidates will begin the week of **April 20, 2018.** The successful candidate will be eligible to start in the position **as soon as possible**.

In addition to submitting a standard CSU Stanislaus employment application (download electronic application at http://www.csustan.edu/hr/Employment_Opportunities/Management/index.html), applicants should submit a resume with a cover letter addressing qualifications, as well as names and contact information for five professional references using one of the following methods:

Email: vtaylor@csustan.edu	Mail: California State University, Stanislaus Attention: Human Resources One University Circle, MSR 320 Turlock, CA 95382	Fax: (209) 664-7011

For questions, please call (209) 667-3675 or email vtaylor@csustan.edu.

THE UNIVERSITY: California State University, Stanislaus serves the San Joaquin Valley and is a critical educational resource for a six county region of approximately 1.5 million people. Widely recognized for its quality academic programs, the University has 10 nationally accredited programs and approximately 400 full-time faculty. Over eighty percent of full time faculty holds doctorates or terminal degrees in their fields. The University offers 41 undergraduate majors, 24 master's programs, 7 post-graduate credentials, and a doctorate in education serving 8,900 students. New instructional facilities have been built for the unique pedagogy of professional programs, laboratory sciences, and performing arts.

CSU Stanislaus continues to receive national recognition with its ranking as one of the best 373 colleges in the nation by The Princeton Review. The University was one of 12 public universities in the nation to be recognized by the American Association of State Colleges and Universities for demonstrating exceptional performance in retention and graduation rates. In addition, *U.S. News and World Report* ranks CSU Stanislaus as one of "The Top Public Universities-Master's" institutions in the West in its *America's Best Colleges* ratings. CSU Stanislaus also is recognized as a Hispanic-Serving Institution (HSI) by the U.S. Department of Education. Additional information is available at the University's Web site: www.csustan.edu.

Information contained in this announcement is subject to change with or without notice.

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-

Identification of Disability form (your response will not be shared with the search committee) at: http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edit1.24.14.pdf.

Pursuant to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,* the Annual Security Report (ASR), is now available for viewing at https://www.csustan.edu/annual-campus-security-report. The ASR contains the current security and safety-related policy statements, emergency preparedness and evacuation information, crime prevention and sexual assault prevention information, and drug and alcohol prevention programming. The ASR also contains statistics of Clery Act crimes for Stanislaus State for the previous three years. A paper copy of the ASR is available upon request by contacting the Office of the Clery Director located at One University Circle, Turlock, CA 95382, or by calling 209-667-3572.

The university is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status. All qualified individuals are encouraged to apply. CSU Stanislaus hires only individuals lawfully authorized to work in the United States. The person holding this position is considered a 'General Mandated Reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (which includes checks of employment records, education records, criminal records, civil records; and *may* include motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position. In addition, this position is designated under the California State University's Conflict of Interest Code and will be subject to filing the Fair Political Practices Commission Form 700.

March 29, 2018