



LOYOLA
COLLEGE IN MARYLAND

Assistant Director of Student Life Loyola College in Maryland

The Assistant Director of Student Life position offers a unique and rewarding role within the division of Student Development. A 12 month, live-in position, the Assistant Director is responsible for the total student development within a residential area ranging in size from 250 to 750 students. In addition, the AD interacts with the greater college community through the coordination of an outside assignment. The AD is responsible for the supervision and advisement of Graduate Resident Coordinators and Resident Assistants, area programming, the development of a healthy community environment, judicial intervention, student conflict resolution and management, and housing operations. The Assistant Director reports to one of three Associate Directors of Student Life.

The AD position will provide the skills and experience necessary to work in any setting in Student Affairs. Assistant Directors are integral in the decision making process for the Office and the management of the on-campus student population. Assistant Directors also have the opportunity to be involved in campus wide initiatives that will expose them to a number of different areas in student development and higher education.

The Office of Student Life is a dynamic organization that is continually looking to improve the environment within the residence halls and link the curricular and co-curricular experience of students. Loyola College is a growing and supportive environment that enables practitioners to be creative in addressing many different issues. We are looking for people interested in being active in moving our office forward and lending their ideas and expertise to a student life program with a solid foundation.

Primary Job Responsibilities

- Supervision of 1-4 Graduate Resident Coordinators, indirect supervision of RA staff, and supervision of work-study office assistants.
- Assume responsibility for an outside assignment within the Office of Student Life such as assessment and technology coordination, RA training, student staff recruitment and selection, special interest housing, desk operations, or advising the Resident Affairs Council Executive Board
- Serve as the primary judicial officer and manage judicial caseload within the residential area
- Assist in the planning and facilitation of Graduate and Resident Assistant trainings
- Constructively resolve a variety of student issues and problems
- Manage staff development, programming and supply budgets for the residential area
- Participation in on call duty rotation with other Assistant Directors for campus-wide emergencies
- Participate in the continual assessment and improvement of residential area

Qualifications

- One to three years residence hall experience
- Master's degree in College Student Personnel, Higher Education, Counseling in Student Affairs or a related field
- Strong written, oral, and interpersonal skills
- Knowledge of student development theory and application
- Experience with supervising paraprofessional staff preferred
- Understanding and appreciation of the mission of a Catholic Jesuit College

Remuneration

We offer a competitive salary, full benefits, a two bedroom, furnished apartment including internet and cable connections, parking, and a board plan during the academic year.

To Apply

For more information about this position, and to apply, please go to www.loyola.edu/careers to complete the online application. A cover letter, resume and list of three professional references are required and may be attached at the appropriate prompt on the application. The position start date is July 1, 2007. Representatives will be interviewing at the NASPA/ACPA Joint Meeting in Orlando, FL.

Loyola College is an equal opportunity employer welcoming applicants from all backgrounds who can contribute to our educational mission. For more information, please contact Michael Puma, Associate Director of Student Life, at 410-617-2339 or mpuma@loyola.edu or visit our website – www.loyola.edu/studentlife.