

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Title:

Assistant Director of Residential Education – Atlantic City (Unclassified)

Requisition Code:

492766

Location:

Atlantic City

Job Category:

Management

Department:

Student Living & Learning/Residential Life

Salary:

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package

Work Hours:

M-F, 9:00a-5:00p

Posted Date:

9/9/2023

Close Date:

N/A

Overview:

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers a unique living and learning environments throughout Southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin, and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.Stockton.edu.

Faculty and staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

This is an in-person on campus, non-remote position. The University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

Brief Job Overview/Summary:

Under the direction of the Director of Residential Education and Student Services – Atlantic City Operations, this position will be responsible for supervising Atlantic City graduate coordinators, resident assistants, and programming in the Atlantic City residence halls. This position will also be responsible for overseeing and working with campus partners to address issues of conduct and student wellbeing and safety.

Descriptions of Essential Duties/Responsibilities:

- Day to day supervision and management of assigned Atlantic City residence halls, including the supervision, mentoring, and competency-based development of Graduate Coordinators who directly supervise Resident Assistants.
- Assist with hiring, training, supervision, and evaluation of Graduate Coordinators and coordination planning and monitoring of summer housing programs.
- Coordinates the implementation of residential life programs and initiatives, in addition to coordinating with other departments for staff involvement with open houses, welcome week, and other events as assigned.
- Responsible for the Residential Life conduct and mediation processes as it relates to Atlantic City residential students. Collaborate with the Assistant Director of Residential Education – Galloway – to ensure consistent supervision and adjudication of conduct cases.
- Provide weekly updates regarding Atlantic City conduct cases and roommate mediations to the Director of Residential Education and Operations – Atlantic City – and the Assistant Vice President of Student Living & Learning/Executive Director of Residential Life.
- Serve as a member of the CARE Team to provide a holistic approach to student care and case management.
- Collaborate with the multicultural center to provide inclusion, equity, and diversity training to all residential students in the assigned residence halls.
- Assist with routine safety procedures, including fire drills, health and safety checks, and natural disaster preparedness.
- Serve on the on-call rotation for emergency assistance and crisis intervention and maintain the monthly on-call schedule for Graduate Coordinators.
- Meet with families and students as needed and provide referrals to University resources. Community and respond to concerns from parents, guardians, and other constituents. Report student concerns through appropriate channels. Follow-up with students as directed by leadership.
- Collaborate with the Office of Student Development to leverage Osprey Hub and ensure residential students are aware and informed on how to join and participate in clubs and organizations at the University.
- Participate in enrollment management events on weekdays, weekends, and nights, including but not limited to, open houses, instant decision day, and any other programs that may be developed over the course of a semester.
- Will have oversight of programming budgets for Atlantic City Graduate Coordinators and will directly manage the programming budgets.
- Assist in promoting collaborative academic experiences occurring inside and outside of the residence halls, such as tutoring, and other events throughout the academic year.

- All other duties as assigned by the Director of Residential Education and Student Services Operations – Atlantic City, the Assistant Vice President of Student Living & Learning/Executive Director of Residential Life, or the Vice President of Student Affairs, or their designee.

Required Qualifications:

- A Master's degree in higher education, student affairs, counseling, social work, or a related field.
- Evidence of knowledge of best practices in higher education.
- Evidence of understanding FERPA, HIPPA, Title IX, Clery Act, and other relevant trends.
- Evidence of leadership, interpersonal communication, and critical thinking skills.

Preferred Qualifications:

- One or two years of residential life experience.
- Demonstrated ability to leverage technology to train, educate, and program for students.
- One to two years of StarRez, E-Rez Life, or Maxient software experience.

Screening Information:

Screening of applications begins immediately and will continue until the position is filled.

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

Click [here](#) to apply. Email all necessary documentation to Stockton.same@stockton.edu.

Only electronic documents will be accepted. **Please complete the online application and include three professional references in addition to the following required documents.** All required documents (Microsoft Word or PDF) must be submitted in order for your application to move forward.

- A letter of interest describing qualifications and accomplishments.
- Current resume or curriculum vitae.
- Unofficial graduate transcripts.

Please note:

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit http://www.stockton.edu/affirmative_action for information on Stockton's Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.

- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.