Position Title: Assistant Director for Student Engagement and Assessment

Department: Residence Life & Housing

Context of the Job
Under the general direction of an Associate Director of Residence Life & Housing, the Assistant Director will create living environments that facilitate positive learning experiences and support the academic mission of the University. Provide leadership to staff and student leaders in the area of student engagement and student learning assessment best practices. Partner with students to develop vibrant inclusive communities which encourage student engagement, a free exchange of ideas, and the cultivation of skills and knowledge so that students may become citizens and leaders in our increasingly global society. Utilize assessment data to inform practices that continuously improve student engagement and student satisfaction. Develop assessment initiatives that enhance the department-wide culture of assessment and improvement.

The AD for Student Engagement & Assessment places a primary emphasis on developing initiatives to connect residence hall students to the University and Newark community and creating opportunities for students to contribute their talents and skills to various communities.

The AD for Student Engagement & Assessment will design and lead major programmatic areas and represent Residence Life & Housing to various stakeholders in the development and support of the First Year Experience, Living Learning Communities, community service initiatives, faculty connection plans, and international student initiatives. The AD for Student Engagement & Assessment is expected to be available to staff and students outside regular business hours, for evening and weekend events, fall residence hall opening, and other critical times.

This position is a member of the senior staff leadership team that works with the Executive Director, Senior Associate Director, Associate and Assistant Directors to formulate department policies and practices, to develop department-wide goals, and to assist with the development of the long-range strategic plan, and to engage in policy formation and implementation.

Major Responsibilities:
- Assume project team leadership and committee chair roles for several department-wide functional responsibilities. Provide functional supervision to team members who are organizing and implementing goals and initiatives that deal directly with student engagement initiatives including: service, international student initiatives, first year orientation and experience activities, and living-learning communities.
• Provide functional supervision through development opportunities and support to Area Coordinators, Complex Coordinators, Housing Systems Coordinator, and Residence Hall Coordinators in department assessment efforts in the area of student engagement, residence hall satisfaction, and student retention.

• Assist in the development of annual and long-range formal assessment plans for the department focusing on student engagement and program specific assessment projects with a wide range of assessment studies annually. Review and authorize complex assessment related to functional responsibilities. Verify with Institutional Research and Planning individual credentials related to assessment. Develop strategies to ensure high quality ethical practices in department assessment. Develop distribution quality reports on major annual assessment efforts. May serve as department representative on the Division of Student Life Assessment Committee.

• Directly supervise the Graduate Assistant for Community Engagement and provide direction in areas of student involvement and partnership efforts with offices that have a direct impact on the needs of campus residents.

• Directly supervise the Graduate Assistant for Assessment and provide direction in the areas of the creation and analysis of multiple departmental assessment projects annually.

• Lead the selection, training, development and co-supervision of 9 Student Engagement Advisors (one per residential complex) whom also serve as floor Resident Assistants. Collaborate with the Area Coordinator and Complex Coordinator staff in directing and guiding Student Engagement Advisor initiatives designed to involve students in campus life.

• Assume a leadership role within the Residence Life & Housing professional team analyzing and sharing national student engagement trends, best practices, Multi-Institutional Study on Leadership (MSL) and National Survey of Student Engagement (NSSE) results. Collaborate with the UD Office of Educational Assessment on gathering data on residence hall student engagement. Design assessment projects to examine and improve student engagement strategies within Residence Life & Housing. Implement studies, analyze raw data, and prepare reports and presentations on findings.

• Create and further the development of Living Learning Communities (LLC) through partnerships with faculty and staff across the University. Research best practices, develop resources, and provide training to faculty, staff, and students who organize and take part in LLCs. Collaborate with the Assignments Coordinator on the application and placement processes for students applying to LLCs. Assume responsibility for monthly meet ups of organizers to review and update current practices. Assist in the development and assessment of ongoing programs designed to achieve the learning and program outcomes of each LLC. Assist with the marketing LLC opportunities to incoming students and the promotion of LLC events to students who live outside of the LLC as appropriate.

• Serve as a department representative and provide leadership to Division of Student Life and University-wide committees related to New Student Orientation (including international student programs), Global Recruitment and Retention, and First Year Experience programs. Develop ways to leverage welcoming events as a primary engagement tool for first-year students living in residence halls. Develop partnerships with the Office of International
Students and Scholars and the English Language Institute to further global education aspirations of the UD Strategic Plan.

- Provide leadership, direction, budgetary oversight, policy development and coordination of the residence hall wide Student Initiative Fund (SIF). Develop promotions encouraging residence hall students to develop their own hall-based initiative, coordinate financial grant decisions, form and guide the SIF council, and prepare annual reports on the fund activities. Maintain up-to-date knowledge of all relative Procurement and related institutional fiscal policies. Provide direction on the coordination of in-hall promotion and communication of SIF initiatives.

**Oversee all department service initiatives:**

- Serve as lead for developing innovative service practices to be executed as directed in the faculty senate approved program plan for complex organized service initiatives. Oversee development and assessment of service initiative learning outcomes for department wide programs and provide direction to in hall leadership for development and assessment of complex organized service events.

- Serve as lead coordinator of the annual University of Delaware Day of Service event. Coordinate with Alumni Relations to create parallel alumni organization events that complement the Day of Service. Collaborate with Complex Coordinator planning teams, establish collaborative relationships with a wide variety of service agencies, coordinate hall and complex involvement, promote service opportunities to students, and coordinate budgetary and logistical considerations.

- Lead the development of the Martin Luther King Day of Service event at the start of spring term.

- Direct and provide guidance to residence hall staff and student leaders in their efforts to develop service initiatives. Promote participation in major university-wide service initiatives such as Relay for Life and UDance to residence hall students.

- Assist Area/Complex Coordinator, Residence Hall Coordinator, and Student Engagement Advisor staff in the development and on-going promotion of weekly community service initiatives based in each of the residential complexes. Assist with problem solving, community agency collaborations, and establishing funding sources.

- Direct the annual Residence Life & Housing student leadership award program and annual student staff leadership award programs. Develop award criterion, nomination and selection process, and award events/ceremonies.

- Lead the development of International Education Week programs through collaboration with the Institute for Global Studies, English Language Institute, and other units. Lead year-long Cultural Exchange program; create and direct new initiatives designed to connect international and domestic students in the residence halls; develop strategies to bring culturally themed Registered Student Organizations into the residence halls; direct hall staff in cultural artifact displays. Develop joint programmatic initiatives with the English Language Institute to ease the transition and community connection of the Conditional Admissions Program (CAP) students prior to their full matriculation as UD freshmen.
• Develop and present training sessions and instructional guides for all levels of staff in the area of student engagement high impact practices, living learning communities, assessment models and techniques, international student needs and global engagement, and UD Procurement regulations.
• Oversee major event and student programming budgets totaling approximately $35,000.

Qualifications:
• Master's Degree and five years’ experience working with college students.
• Familiarity with college student learning and development theories.
• Demonstrated knowledge of best practices in student engagement on a college campus.
• Demonstrated knowledge of student learning assessment techniques and IRB procedures.
• Commitment to and knowledge of multicultural and diversity issues.
• Demonstrated ability to work effectively with a wide range of constituencies in a diverse community including experience working with international student concerns.
• Experience working with first-year and second-year student populations.
• Effective supervision, interpersonal, communication, and presentation skills.
• Knowledge of student support programs and services, and organizing and coordinating skills.
• Demonstrated experience with qualitative and quantitative assessment techniques.
• Demonstrated knowledge of foundational constructs within the National Survey of Student Engagement Survey.