**Position:** Assistant Director of Residential Life  
**Department:** Residential Life, Lincoln Center

**Responsibilities:**
The Assistant Director of Residential Life is responsible for the overall development of a learning community in Fordham University at Lincoln Center. Fordham University at Lincoln Center, located in mid-town Manhattan, houses approximately 880 undergraduate and law students in McMahon Hall, a 20-story high rise apartment complex housing 430 undergraduates in McKeon Hall, a 22-story high rise (of which 12 stories are dedicated to undergraduate residence hall space). Guided by the Jesuit mission of the University, the Assistant Director is responsible for overseeing all areas of staff supervision, training and development. The Assistant Director is a live-on position, reporting to the Director of Residential Life.

- Responsible for the selection, training and on-going development of two Resident Directors supervising approximately 415 freshman students.
- Responsible for the selection, training and on-going development of one Resident Director supervising approximately 520 upperclass students.
- Responsible for the selection, training and on-going development of one Resident Director supervising approximately 150 law and graduate students.
- Responsible, with the assistance of the Resident Directors, of the selection, training and on-going development of 21 undergraduate, 7 graduate Resident Assistants and 12 Resident Freshmen Mentors.
- Implement training processes for staff. This includes intensive Fall and Spring training for all staff and on-going In-service training.
- Serve as the on-call emergency duty rotation supervisor for the Resident Directors. Serve as a resource during emergency and crisis situations.
- Oversee all resident counseling and mediation issues.
- Oversee, with the assistance of the Resident Directors, all programming efforts within McMahon and McKeon halls. Serve as a liaison with the Office of Student Leadership and Community Development. Implement and oversee programs in conjunction with Campus Ministry and monthly newsletters.
- Assist the Director of Residential and Resident Directors with the student conduct process. Work with staff in conducting educational opportunities for students involved in the discipline process.
- Serve as Liaison with the Jesuit faculty in residence. Help to integrate faculty in residence into the Residence Life program.
- Serve as liaison with Associate Director for Housing Operations and Facilities staff. Assist in the coordination of the health and safety inspections.
- Oversee the guest pass system. Assist the Resident Director for Law students as appeal officer for guest/visitor fines.
- Serve as a liaison between the student population and University offices, including Security, IT Services and mail services.
- Assist the Associate Director of Residential Life with the implementation of the Summer Conference and Housing Program.
- Assist the Associate Director of Residential Life with the operations procedures, including lottery and move-in and move-out days.
- Represent the University at institutional functions, such as Spring Preview, Open House, and Summer Orientation Programs.
- Other duties as assigned by the Director of Residential Life.

Compensation for the position includes competitive salary; full benefits, including tuition reimbursement; and a two-bedroom apartment.

**Qualifications:**
- Masters degree in Counseling, Student Personnel, or related field strongly preferred. Bachelors degree required.
- Two years experience in residence life required.
- An understanding of working at a Jesuit Catholic institution required.

**Salary:** Commensurate with experience

**Start Date:** 8.7.17

Send letter and resume: Jenifer Campbell  
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