Assistant Director (Pollock Halls)
Residence Life
Student Affairs

The Assistant Director is a full-time, professional staff member responsible to the Senior Director for Residence Life. He/she is responsible for the supervision and administration of a residence hall community housing 2,600 students. The Assistant Director is also responsible for the Pollock Halls first year student program and the summer residence life program. The Senior Director, in consultation with the Assistant Director, interprets the Assistant Director’s job description according to the needs of the residence hall area and the Residence Life program.

General Responsibilities

I. Supervision

- Supervise four full time coordinators and one office manager.
- Plan and facilitate regular individual and area staff meetings.
- Supervise summer school staff as appropriate.
- Oversee the six Special Living Options within the residence hall area.
- Evaluate coordinators and office manager job performance.
- Provide support and training for staff.

II. Student and Community Development

- Manage the overall living-learning environment in Pollock Halls.
- Oversee the planning, implementation, and evaluation of a residence education program for the area.
- Support Pollock Halls faculty involvement programs and special living options.
- Responsible for first year experience initiatives in the area.
- Assist with summer school initiatives.
- Advise Pollock Halls area government.
- Oversee area Welcome Week activities and other programming.
- Make referrals to University agencies when appropriate.

An Equal Opportunity University
• Mediate conflicts between and among students and handle student emergencies.
• Oversee the area’s community standards program and make appropriate referrals to the Office of Judicial Affairs.
• Demonstrate a commitment to students and the quality of their life in the residence hall environment.
• Demonstrate a commitment to human relations and diversity issues.
• Demonstrate a commitment to staff and student retention and recruitment efforts, particularly as they impact members of underrepresented groups.
• Work with sororities that reside in the residence hall area.

III. Administration

• Assume responsibility for safety and security efforts in the area.
• Maintain effective working relationships with Housing and Food Services, University Police, the Assignments Office staff, New Student Programs, etc.
• Serve as primary liaison for campus-wide residence hall security.
• Coordinate campus-wide fire safety education and activities.
• Represent Residence Life on the housing access committee.
• Coordinate transfer training for Resident Assistants from other Penn State locations.
• Manage the area office and area budget.

IV. Miscellaneous

• Participate in committees and task force groups.
• Assist in the recruitment and training of student and professional staff.
• Assist the Senior Director in the development and implementation of goals, policies, guidelines, and procedures for the residence hall program.
• Respond effectively to student emergencies and inquiries from higher-level staff, faculty, parents, and the press.
• Share central staff duty rotation.
• Perform other duties as assigned.