Job Classification Specification

Residential Life Professional 2

Position Summary

Responsible for the implementation of the department’s curriculum models for residents in assigned residency hall or complex to achieve goals of student learning, engagement, achievement, persistence and success.

Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Receives some guidance and direction.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Assists with the development and implementation of a comprehensive student development programs that are aligned with the department's curriculum model.

Assists with the educational, administrative and operational functions associated with the management of the residence hall and/or apartment community.

Develops and executes lesson plans to facilitate student learning.

Contributes to the development and assurance of an inclusive residential environment conducive to the overall development of students and supportive of the academic mission of the University.

Participates in the planning and implementation of academic related services and programs in collaboration with community partners.

Administers the student conduct system and serves as a hearing officer for the building.

Advises the student groups associated with the building.

Provides leadership to residential life committees focused on educational initiatives.

Participates in the development of the residential life strategic plan, annual work plan, and provides input for the 10-Year Capital Plan.
Reviews student satisfaction survey results and assist with identifying and implementing strategies to address hall/apartment related concerns.

Selects, trains, and supervises a diverse student staff team. Coordinates the recruitment of students for engagement and leadership opportunities.

**Operational Role**

Puts into effect what is required by defined job duties and clear objectives following established procedures and protocols; can alter the order in which work is performed but usually not the expected end result which can be improved, but not qualitatively changed.

**Scope of Measurable Impact**

Actions tend to facilitate work outcomes that meet general reporting requirements, internal checks and balances, regulatory guidelines, or similar results that promote the welfare of students, faculty and staff and safeguard the institution by providing necessary inputs to others in the form of information or finished materials.

**Independence and Decision-Making**

Job holders are guided by general procedures and professional norms, with periodic checks on accuracy, quality and timeliness of outcomes.

**Complexity and Problem Solving**

Finds solutions to routine technical or operational problems; once problem is identified, solutions generally can be resolved using conventional or standard procedures.

**Required Qualifications**

Master’s degree. Position involves comparing, verifying and reconciling data to help department achieve overall objectives.