

Assistant Director of Academic Partnerships and Initiatives

The University of Southern Mississippi is currently accepting applications for the position of Assistant Director of Academic Partnerships and Initiatives.

Position Details	
Location	Hattiesburg 118 College Drive Hattiesburg, Mississippi, 39406-0001 United States
Division	Residence Life
Position Type	Staff
Employment Status	Full Time
Grant Funded	No
Salary Range	46,842.00 - 50,000.00
Pay Grade	E08
Posting Close Date	3/24/2023

Job Summary

This position has the responsibility of developing, implementing and overseeing all Academic Living-Learning based residential communities (approximately 1400 students), theme communities, academic and community partnerships, Housing and Residence Life (HRL) Programming Resource Center (PRC) and the National Residence Hall Honorary (NRHH). Assistant Directors provide leadership, support, and training for, full time professional Residence Life Coordinators (RLC) and is responsible for the development, implementation, coordination and delivery of educational programs and services that support the academic mission of the institution and department.

Primary Duties and Responsibilities

1. Directly supervises an area staff of fulltime professional Residence Life Coordinators (RLC), indirectly supervises Senior Resident Assistants, Resident Assistants, and Desk Assistants.
2. Responsible for developing a recruitment, marketing, admittance, and communication plan for prospective and current students in learning communities and will work to implement the plan with support with the support of Learning Communities staff and the Business Operations staff.
3. Serves as liaison between the housing department and other departments on campus including the Center for Student Success, Lucky Day Scholars, Honors College, and other departments upon the expansion of living-learning and theme community environments.
4. Plans and implements future Living Learning Communities and Theme Communities, initiates and implements assessment to track student retention and success in the Living Learning Communities and Theme Communities and works to incorporate the curriculum model into the programming approach.
5. Oversight of NRHH and the PRC. This includes working with the RLC staff who are assigned to those areas and offering support as necessary.
6. Assists department with evaluations, assessment, short and long-range planning, and policy development.
7. Performs other duties as assigned.

Minimum Qualifications

Master's degree from an accredited college or university in Higher Education Administration, Student Development, and/or related field and two years of related experience in a university setting.

Knowledge, Skills & Abilities

- This position is deemed essential emergency staff and is required to report for storm duty as well as respond to any other emergencies, provide crisis/emergency management and participates in the year round rotating on-call response program, which includes summer and University breaks and holiday periods.
- Ability to work some nights, weekends as needed and be flexible when necessary.
- Ability to oversee advising a student organization.
- Adept in Microsoft Office and ability to learn and become proficient in RMS, Peoplesoft and any other housing software programs the department utilizes.
- Ability to define problems, collect data, establish facts, draw valid conclusions and where necessary use mathematics to solve problems.
- Skill in completing assignments accurately and with attention to detail, while maintaining confidentiality as necessary, and following University policies and procedures.
- Ability to analyze, organize, prioritize work and prepare documents, reports and correspondence, while meeting multiple deadlines.

- Ability to communicate (verbal and written) and interact effectively with a diverse group of people for a variety of reasons, to include common inquiries, complaints, and provide quality feedback.
- Knowledge of basic accounting and budgetary principles.
- Exhibit individual initiative and the ability to work independently and also work collaboratively as a member of a team and as a leader of a team, including managing one's own time and the time of others, and planning and delegating as necessary.
- Resourceful and determined to provide a positive experience for others.

Preferred Qualifications

Master's degree from an accredited college or university in Higher Education Administration, Student Development, and/or related field preferred and three to four years of related experience.

About The University of Southern Mississippi

The University of Southern Mississippi (USM) is a comprehensive public research institution delivering transformative programs on campuses in Hattiesburg and Long Beach, at teaching and research sites across the Mississippi Gulf Coast, as well as online. Founded in 1910, USM is one of only 131 universities in the nation to earn the Carnegie Classification of Institutions of Higher Education's "R1: Doctoral Universities - Very high research activity" designation, and its robust research enterprise includes experts in ocean science and engineering, polymer science and engineering, and large event venue safety and security, among others. USM is also one of only 37 institutions in the nation accredited in theatre, art and design, dance and music. As an economic driver, USM generates an annual economic impact of more than \$600 million across the state. USM welcomes a diverse student body of more than 14,000, representing 71 countries, all 50 states, and every county in Mississippi. USM students have collected four Truman Scholarships and 37 National Science Foundation Graduate Research Fellowships, while also leading Mississippi with 27 Goldwater Scholarships, an honor that recognizes the next generation of great research scientists. Home to the Golden Eagles, USM competes in 17 Division I sports sponsored by the National Collegiate Athletic Association (NCAA). For more information, visit www.usm.edu.

As an Affirmative Action/Equal Employment Opportunity employer/Americans with Disabilities Act institution, The University of Southern Mississippi encourages minorities, women, veterans and persons with disabilities to apply.