**Academic Wage-Salaried: Area Director for Academic Initiatives**

**Please see Special Instructions for more details.**

When applying you will be required to attach the following electronic documents:

1) A resume/CV; and

2) A cover letter indicating how your qualifications and experience have prepared you for this position.

You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process

For additional information please contact: Ben Mederios at ben.medeiros@oregonstate.edu

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

OSU will conduct a review of the National Sex Offender Public website prior to hire.  
  
This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per University Standard 05-010 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement.

**Position Details**

Position Information

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| **Department** | Univ Housing and Dining (MHD) |
| **Position Title** | Academic Wage Appt - Salaried |
| **Job Title** | Academic Wage-Salaried: Area Director for Academic Initiatives |
| **Appointment Type** | Academic Wage |
| **Job Location** | Corvallis |
| **Benefits Eligible** | Full-Time, benefits eligible |
| **Job Summary** | **University Housing & Dining Services is seeking a salaried Academic Wage: Area Director for Academic Initiatives. This is a full-time (1.00 FTE), 12-month, fixed-term position. This position is anticipated to last approximately seven months.**   Area Directors are employees of Residential Education, a unit of University Housing & Dining Services (UHDS). Supervised by an Associate or Assistant Director, the Area Director is a 12-month, live-on professional responsible for the administration of a functional area within Residential Education (Leadership and Community Development, Academic Initiatives, and Conduct and Community Standards) with direction from an Assistant or Associate Director as well as the direct supervision of one or more Resident Directors. The Area Director for Academic Initiatives(ADAI) supervises the Academic Learning Assistants and assists an Assistant Director in the implementation and management of the department’s academic initiatives. The ADAI plays an integral role in engaging students to enrich their lives to help residents thrive academically, personally, and socially, as well as find a connection to the institution. The ADAI supervises professional and student staff in creating safe, educational, caring, and inclusive communities.  Residential Education Staff are committed to improving health, creating transformative learning environments, and equalizing success for all of our residential students. The values of the department as a whole include trust and respect, community, shared leadership, authentic relationships, creativity and innovation, and stewardship.  UHDS’ vision is to engage our students, enrich their lives and help them thrive. UHDS strives to provide students, faculty, staff, and guests with safe, economical, convenient, and comfortable living and dining options, and the department works to maintain the highest educational and service standards. On the Corvallis Campus UHDS houses 5,000 students and offers a variety of living and dining options in 15 residence halls, three dining centers, two coffee shops, a market, and apartments. UHDS operates the Housing & Dining program at OSU-Cascades, and is developing student housing at the Hatfield Marine Science Center in Newport. UHDS is an auxiliary enterprise and is funded solely by customers who use our services — we receive no State or General fund allocation. UHDS is committed to an appreciation for diversity, and fosters an open, respectful and enjoyable living, learning and working environment.  Personal and professional commitments to providing excellent customer service and creating inclusive environments are core values of UHDS. This position will adhere to all OSU and UHDS policies and procedures, and applicable laws both on and off campus. |
| **Why OSU?** | **Working for Oregon State University is so much more than a job!**  Oregon State University is a dynamic community of dreamers, doers, problem-solvers and change-makers. We don’t wait for challenges to present themselves — we seek them out and take them on. We welcome students, faculty and staff from every background and perspective into a community where everyone feels seen and heard. We have deep-rooted mindfulness for the natural world and all who depend on it, and together, we apply knowledge, tools and skills to build a better future for all.  **FACTS:**  **•** Top 1.4% university in the world **•** More research funding than all public universities in Oregon combined **•** 1 of 3 land, sea, space and sun grant universities in the U.S. **•** 2 campuses, 11 colleges, 12 experiment stations, and Extension programs in all 36 counties **•** 7 cultural resource centers that offer education, celebration and belonging for everyone **•** 100+ undergraduate degree programs, 80+ graduate degrees plus hundreds of minor options and certificates **•** 35k+ students including more than 2.3k international students and 10k students of color **•** 217k+ alumni worldwide **•** For more interesting facts about OSU visit: [**https://oregonstate.edu/about**](https://oregonstate.edu/about)  **Locations:**   Oregon State has a statewide presence with campuses in Corvallis and Bend, the OSU Portland Center and the Hatfield Marine Science Center on the Pacific Coast in Newport.  Oregon State’s beautiful, historic and state-of-the-art main campus is located in one of America’s best college towns. Corvallis is located close to the Pacific Ocean, the Cascade mountains and Oregon wine country. Nestled in the heart of the Willamette Valley, this beautiful city offers miles of mountain biking and hiking trails, a river perfect for boating or kayaking and an eclectic downtown featuring local cuisine, popular events and performances.  **Total Rewards Package:**  Oregon State University offers a [**comprehensive benefits package**](https://hr.oregonstate.edu/benefits/prospective-employee) with benefits eligible positions that is designed to meet the needs of employees and their families including: **•** Medical, Dental, Vision and Basic Life. OSU pays 95% of premiums for you and your eligible dependents. **•** Free confidential mental health and emotional support services, and counseling resources. **•** Retirement savings paid by the university. **•** A generous paid leave package, including holidays, vacation and sick leave.  **•** Tuition reduction benefits for you or your qualifying dependents at OSU or the additional six Oregon Public Universities. **•** Robust Work Life programs including Dual Career assistance resources, flexible work arrangements, a Family Resource Center, Affinity Groups and an Employee Assistance Program.   Future and current OSU employees can use the [**Benefits Calculator**](https://hr.oregonstate.edu/benefits/new-employees/benefits-calculator) to learn more about the full value of the benefits provided at OSU. |
| **Key Responsibilities** | **25% Academic Initiatives**  The Area Director for Academic Initiatives collaborates with University, departmental, and community partners to promote academic success for the entire UHDS residential community. They will utilize benchmarking data, departmental, divisional, and institutional strategic plans and missions to oversee alongside the Assistant Director for Living-Learning Communities a living environment that infuses learning into the student’s every day activities.  The ADAI will   * Develop and promote the Living-Learning Community program alongside the Assistant Director for Living-Learning Communities and the Residential Education Leadership Team * Identify and promote living learning programs * Collaborate with Living Learning staff and faculty to create, develop, and assess ongoing community development and academically-based programming * Provide supervision and direction to the Academic Learning Assistant (ALA) program * Assist in developing and providing training and development for student leaders, student staff, and professional staff members to enhance the academic environment within the community * Support assessment activities for the unit related to academic initiatives, as part of broader departmental goals in support of student learning, persistence, and retention * Serve as a member of other committees related to academic initiatives in the residence halls as needed   **25% Supervision**  This position provides direct job supervision to one or more professional Resident Directors as well as 14 Academic Learning Assistants. Depending on placement, the ADAI may have the additional responsibility of supervision of family housing Community Assistants (CAs) in Orchard Court.  In regards to supervision, the ADAI will   * Participate in the recruitment, selection, and training of professional and student staff members for the department and their respective communities * Provide leadership and direct supervision to the Academic Learning Assistant student staff * Direct staff in the context of the department culture as well as the contractual and stated goals of their respective position * Design and implement quarterly training sessions as well as on-going training and development for staff members throughout the academic year * Communicate performance standards to staff, providing evaluations in a manner that is consistent with department and university timelines * Complete, properly document, and follow up on any performance improvement requirements, up to and including dismissal, and address grievances   **20% Administration**  The ADAI serves the Residential Education unit via numerous academically-related processes with direction from an Assistant or Associate Director while providing general support to the unit’s broader process. The ADAI also shares leadership and responsibility with the other units within UHDS to provide support and a number of services to students so that they can thrive.  In regards to general support to Residential Education responsibilities, the ADAI will   * Participate and possibly chair department committees and work groups * Represent Residential Education and UHDS at university programs and events * Assist in the recruitment, selection, and training of professional and paraprofessional staff * Respond in a timely manner to email, phone calls, and other types of communication * Utilize computer skills and technology to accomplish job responsibilities * Perform other duties as they arise or are assigned * Manage organizational budgets and comply with department and University purchasing guidelines   In regards to collaboration with other units within the department, the ADAI will   * Assist in the recruitment of new students and the retention of current students * Implement assessment plans to assess the desired objectives, learning outcomes and goals for the department * Educate and work with students and staff on maintenance and occupancy processes * Manage the opening and closing processes for their respective areas of responsibility * Follow all protocols related to inventory, damage, billing, keys, fire safety, and building security   **15% Crisis Management and Conflict Resolution**  The Area Director for Academic Initiatives participates in a campus-wide duty system, which provides rotating coverage for a 5,000 -bed residence hall community and 100-unit family housing complex. On and off-duty, the ADAI manages crisis and conflict within the campus community as it arises.  The ADAI will   * Mediate or facilitate conversations between conflicting parties in a way that preserves individual dignity, protects individual and community rights, and fosters learning and development * Educate on resources, strategies, and resolution options for those who are in conflict and makes appropriate referrals as needed * Participate in community and crisis management by identifying and responding to potential and active risks * Inform students of expected behavior and actions during crises * Participate in meetings, planning sessions, and simulations aimed at preventing and preparing problematic incidents   **10% Student Conduct**  The Area Director for Academic Initiatives serves as a conduct officer for Residential Education, exercising judicious leadership while recognizing and protecting students’ rights and responsibilities. The ADAI will work collaboratively with department and campus partners to uphold the Code of Student Conduct.  The ADAI will   * Educate the community about university policies and regulations * Identify potential violations of codes, policies, and regulations * Document potential violations * Administer student conduct meetings and apply appropriate, educational sanctions when students are found in violation of codes, policies, and/or regulations   **5% Community Development and Advising**  The Area Director for Academic Initiatives will direct staff in creating safe environments that embrace the diverse collection of thoughts, perspectives, beliefs, ideals, and lived experiences of individuals within the residence halls. The ADAI will advise community leadership groups and support opportunities for those groups to be influential student organizations within the community and the campus. |
| **What You Will Need** | * Master’s degree in College Student Services, Educational Leadership, or related field * Two years of professional experience within Student Affairs * Demonstrated ability to manage priorities and tasks * Demonstrated staff supervision skills * Demonstrated ability to establish and maintain partnerships with university staff and faculty * Demonstrated commitment to promoting and enhancing diversity * Demonstrated knowledge and/or experience required to manage crisis response * Prior experience working with living-learning communities, university academic initiatives, and / or tutoring program implementation * Ability to create and maintain successful academic environments * Basic competence with technology (e-mail, word processing, social media websites, spreadsheets, and databases)   This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OAR 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement. |
| **What We Would Like You to Have** | * Two or more years of professional experience in Operations and/ or Residential Education * Professional staff supervision experience * Ability to foster an environment for a staff that encourages a high level of student service * Experience working with underrepresented students on a college campus * Ability to foster the development of students or groups of students through student group or organization advisement * Demonstrated ability to communicate clearly and effectively both orally and in written form |
| **Working Conditions / Work Schedule** | * Because of the nature of the position and the need to respond frequently and quickly to incidents across campus, a furnished apartment and meal plan are provided to the employee as a convenience to the department and institution. * This position often works irregular hours and requires frequent night and weekend work. |
| **Pay Method** | Salary |
| **Pay Period** | 1st through the last day of the month |
| **Pay Date** | Last working day of the month |
| **Recommended Full-Time Salary Range** | $44,496-$75,516 |
| **Link to Position Description** | [**https://jobs.oregonstate.edu/position\_descriptions/146223**](https://jobs.oregonstate.edu/position_descriptions/146223) |

Posting Detail Information

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| **Posting Number** | P07516UF |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 12/01/2023 |
| **Anticipated Appointment End Date** | 06/30/2024 |
| **Posting Date** | 11/14/2023 |
| **Full Consideration Date** |  |
| **Closing Date** | 11/21/2023 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** | When applying you will be required to attach the following electronic documents:  1) A resume/CV; and  2) A cover letter indicating how your qualifications and experience have prepared you for this position.  You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process  For additional information please contact: Ben Mederios at ben.medeiros@oregonstate.edu  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  OSU will conduct a review of the National Sex Offender Public website prior to hire.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per University Standard 05-010 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

1. \* After reviewing the OSU mission statement at http://leadership.oregonstate.edu/trustees/oregon-state-university-mission-statement mission and the emphasis on diversity, please state how your background and experience has prepared you to be effective in an environment that values diversity.

(Open Ended Question)

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**

1. Verification of Veteran Status ONLY (do not upload any other documentation to this field)