

Interim Assistant Director for Housing and Student Activities
Full-Time, Exempt

Our Mission: Preparing gifted students to transform the world creatively through art and design.

Our Vision: To be an innovative leader in art and design education.

NARRATIVE GENERAL DESCRIPTION

The Interim Assistant Director for Housing and Student Activities is a twelve-month position that can be live off or live on per the preference of the person hired. This interim position may have the opportunity to become a permanent full-time position. This position is responsible for the daily coordination residence life activities, as well as student activities and events. Major emphases are coordinating operations for on campus housing in the Barbara Marshall Residence Hall and any overflow housing offered by KCAI, overseeing student activities and events, student organizations, and other college initiatives and events as needed. The Interim Assistant Director reports to the Assistant Dean of Students and requires a flexible schedule within 37.5 hours per week, which will periodically include evenings and weekends.

FUNCTIONAL RESPONSIBILITIES

- **Coordinate KCAI residence life operations. Including:**
 - Coordinate the selection process for Resident Assistant (RA) staff. Supervision of RA staff, including coordinating training, providing daily direction/management, and completing evaluations of RA staff. Meet regularly with RA staff for the purpose of reviewing performance, sharing information, and advising RAs on the planning of events to meet programming requirements.
 - Day to day supervision of on campus housing including the Barbara Marshall Residence Hall and any overflow housing sites. These activities include the coordination of processing housing contracts and student room assignments, resident room changes and consolidation, roommate mediations, and referral of door access and maintenance/custodial needs to members of Facilities.
 - Participate in on-call duty rotation in support of RA staff and KCAI Security as needed.
 - Facilitate the preparation and implementation of summer residency programs. These programs include the Kansas City Ballet, Pre-College ArtLab, Educator's ArtLab, and other summer residency programs. Tasks include facility preparation, room assignments, preparing door access and key cards, and programming.
 - Communicate with Security about safety and security needs of students in on campus housing in the Barbara Marshall Residence Hall and overflow housing.
 - Provide information to the Business Office, Dining Services, Art Store, and other campus partners as needed.
 - Monitor budget lines related to Housing and Residence Life operations and programs.
 - Collaborate with Dining staff and manage meal plan assignments and changes for residents and commuters.
 - Assess the condition of the Barbara Marshall Residence Hall after residents vacate and inform Facilities of immediate and ongoing maintenance and custodial needs.
 - Coordinate and facilitate move in and move out procedures for on campus housing.
 - Monitor housing occupancy and resident needs during Thanksgiving and Spring Break, as well as other college breaks as needed.

- **Coordinate student events and activities. Including:**
 - Coordinate a comprehensive schedule of programs and events that reflect the KCAI Student Affairs learning objectives and needs of the campus community.
 - Procure services and supplies for events as needed.
 - Advertise and promote student activities and events.
 - Advise student groups on the planning of programs and events.
 - Assist in the planning and facilitation of fall and spring orientation events.
 - Monitoring of student activities budget lines.
 - Attend and supervise planned activities.

- **Coordinate and facilitate KCAI recognized student organizations. Including:**
 - Coordinate KCAI Student Organization registration process and ensure Student Organizations are aware of rights, responsibilities, and resources.
 - Collaborate with other KCAI employees and student leaders to identify and secure advisors for student organizations.
 - Develop, revise, and maintain processes, forms and guidelines for registered student organizations.
 - Serve as a liaison and resource to student organizations.
 - Oversight of the funding proposal process and procedures in conjunction with the Student Leadership Council advisors.
 - Maintain and update publications and information on MyKCAI in which student organizations are advertised.
 - Plan and coordinate annual student involvement and resource fairs during each semester.

- **Assist in providing support to students in need. Including:**
 - Meet with students to address individual concerns affecting academic performance and class attendance, as well as personal life, in order to provide support to students and/or making referrals as appropriate.
 - Collaborate and communicate with college departments to encourage the support of students who have been referred.
 - Follow-up with students to monitor well-being and increase retention.
 - Participate in on-call duty rotation that provides coverage for the Barbara Marshall Residence Hall and KCAI campus related to crisis/emergency response, crisis assessment, victim assistance/advocacy, personal counseling/referral, conflict mediation, and incident debriefing for the residential campus community and RAs.
 - Consult with the Assistant Dean of Students regarding student caseload and crisis management, as needed.
- Serve as a member of the KCAI Early Intervention Committee.
- Assist Student Affairs staff with the development of and participation in student retention initiatives.
- Be available to the campus community through conducting regular office hours.
- Respond to daily email and telephone inquiries from students, parents, faculty and staff regarding student issues.
- Utilize college and departmental assessment tools that fall within the division's assessment and strategic plan, as well as analyze and share data collected. Share process improvement ideas with the Vice President and Dean of Students and Assistant Dean of Students.
- Assist and/or plan other student affairs events and programs as needed.
- Other duties relevant to the role as assigned.

- **SUPERVISES THE FOLLOWING PARAPROFESSIONAL STAFF Resident Assistants**

- Work-study student(s)

- **KNOWLEDGE, SKILLS, AND QUALIFICATIONS**

- Ability to function in a consistent and effective manner appropriate for an administrative position within a higher education setting.
- Strong administrative, organizational, and communication skills (written and oral).
- Ability to work independently and as a member of a team with a well-developed capacity to identify and successfully complete tasks.
- Ability to maintain a high volume of varied assignments with proficiency, set and adjust priorities as needed, as well as conclude projects on a timely basis and according to deadlines.
- Ability to maintain appropriate and collegial professional relationships.
- Adherence to KCAI policies and appropriate management of confidential information.
- Ability to articulate the priorities, policies, and mission of the institution effectively and accurately.
- Supervision, training and presentation skills.
- Ability to use and/or learn current technology and programs being used by the college.
- Ability to address and resolve conflicts in a constructive manner.
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- Ability to address and resolve conflicts in a constructive manner.

- **REQUIRED EDUCATIONAL BACKGROUND & EXPERIENCE**

- Bachelor's degree, and/or combination of education and experience.
- Eligible to be employed full time at the Kansas City Art Institute.

PREFERRED EDUCATIONAL BACKGROUND & EXPERIENCE

- Experience in residence life, student activities, and/or other relevant student affairs functional areas.
- Experience working in a small college and/or higher education setting
- Experience working in/around visual arts and design

About KCAI: The Kansas City Art Institute is a private, independent and accredited college of art and design founded in 1885 and located in the cultural heart of metropolitan Kansas City, Missouri. The college enrolls nearly 725 undergraduate students regionally, nationally, and internationally. For more information, please visit www.kcai.edu.

Applications deadline and procedures:

These positions are considered “open” until an offer of employment has been accepted. Career inquiries and resume submissions received during the on-campus finalist stage of the search are not guaranteed consideration.

Apply to: hr@kcai.edu

Attach to the email in PDF format only:

Cover letter

Resume

Salary Expectation

List of 3 professional references we may contact

Kansas City Art Institute is fully committed to Equal Employment Opportunity and to attracting, retaining, developing, and promoting the most qualified employees without regard to their race, gender, gender identity, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, genetic information, citizenship status, veteran status, or any other characteristic prohibited by federal, state or local law.

KCAI provides reasonable accommodation for qualified individuals with disabilities and disabled veterans in the job application process. If you have any difficulty using our online system and you need an accommodation due to a disability, you may contact the Human Resources Department about your interest in employment. Any questions or concerns can be directed to Kansas City Art Institute’s Human Resource Administrator at hr@kcai.edu.

EOE/AA: Minorities/Females/Disabled/Vets