

# United Arab Emirates Jobs Expertini®

## Head of Residential Life, Assistant Dean of Students - Student Affairs

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Company: NYU Abu Dhabi

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

### Position Summary

#### **UAE Nationals are encouraged to apply**

New York University Abu Dhabi (NYUAD) seeks to appoint a Head of Residential Life, Assistant Dean of Students.

Residential Life is a department within the larger Student Affairs Division. The Head of Residential Life, Assistant Dean of Students engages with a dynamic portfolio focused on the undergraduate residential experience including direct oversight of: Residential Experience, Operations, and a team of 24/7 on-call emergency responders. In addition, this position plays a critical role working closely with Student Success & Well-Being, Student Conduct, Student Engagement, Class-Year Experience. This role also partners closely with academic affairs, the health center, athletics and other student affairs offices to ensure a robust system of resources that addresses the full range of student support needs. This portfolio recognizes the many ways in which outside-the-classroom learning is intertwined with the residential experience, so the Head of Residential Life, Assistant Dean of Students will play a vital leadership role in ensuring strong collaboration and integration of the work across the larger Division of Student Affairs.

The Head of Residential Life, Assistant Dean of Students is a key deputy to the Associate Dean of Students, working to develop, lead, and implement a set of coordinated programs and resources that enable students to reach their full potential and develop meaningful co-curricular skills that strategically align the functions of the strategic goals of the division. As a leader and supervisor, the Head of Residential Life, Assistant Dean of Students oversees

resource management, strategic planning, budget and fiscal affairs, and facility matters related to the department's portfolio, and partners closely with the Associate Dean of Students to ensure proper planning and management of institutional resources to meet the needs of students and the community. This role is responsible for the support, development, and mentorship of staff within the department and as a mentor / role model for other student affairs staff.

The Head of Residential Life, Assistant Dean of Students offers counsel and support for student groups and leaders; serves on the Emergency On-Call with rotating on-call responsibilities that involve the management and/or coordination of student-related crises with relevant stakeholders at the university; is an active contributor to and participant in recruiting and new student on-boarding events; and actively connects staff, faculty and other community members to the work of student affairs. The Head of Residential Life, Assistant Dean of Students is an active contributor to university and division-wide programs, including admissions events, new student orientation, the first year dialogue program (Wekak), student leadership training, athletic programs, and more. This role requires frequent evening and weekend activities throughout the academic year.

### **Key Responsibilities:**

#### Oversight of Functional Areas

Provide strategic and operational oversight for multiple functional areas/departments within Student Affairs, including Residential Experience, Residential Operations and Student Leaders (RAs) hiring and training. Provide mentorship and support to departmental directors in the management and development of their staff, programs, services, and operations. Identify areas of collaboration and/or integration between teams, and serve as a resource for staff in these areas. Identify opportunities for professional and personal growth for staff

Develop a comprehensive residential experience curriculum and assessment of programs to ensure alignment with the mission statement as the institution continues to evolve.

Programs will include specific strategies and mechanisms to connect students, specifically first-years, to the Abu Dhabi and UAE community, encouraging student well-being, self-reflection, engagement. Identify opportunities for collaboration and integration to bolster efforts of and support cross-training - including the Weyak Program, Spiritual Life, Student Success & Well-Being, of existing mechanisms to serve and dialogue

Coordinate assessment initiatives under the supervision of the Associate Dean and ensure

representation in annual and monthly reports

Provide strategic direction and oversight over fiscal operations for the departments. Partner with the Dean of Students Office to plan and execute long-term budgeting and financial planning for Student Affairs. Exercise thoughtful management of Division funds and resources in close coordination with department directors

#### Team Management

Recruit, onboard, supervise, evaluate, manage and lead staff, using sound management and supervisory practices. Provide strategic counsel to the Associate Dean of Students regarding personnel matters in these functional areas/departments.

#### Divisional Support

Work closely with Division leadership to develop a well-coordinated set of services, programs, and initiatives that advance NYUAD's broader educational mission and reflect core commitments to Inclusion, Diversity, Belonging, and Equity (IDBE).

Support and lead emerging divisional/institutional projects and other duties as assigned

Proactively provide mentorship, support, and leadership for Division staff to enhance staff learning, development, and collaboration including participating/leading professional development activities that reflect key competencies in student affairs

Provide strategic counsel to divisional leaders to improve student programs, staff development, and operational capabilities. Actively participate in division-wide strategic planning and reporting efforts, including implementation of assessment and evaluation practices to develop valid and reliable instruments for measuring student learning, satisfaction, and engagement

Identify and cultivate opportunities for Student Affairs to advance its mission in strategic and/or innovative ways, through community partnerships, collaboration with NYU New York and/or NYU Shanghai, and/or integration of emerging trends in student affairs

#### Student Outreach and Student Leader Recruitment

Actively seek to stay informed about student interests, concerns, and aspirations to appropriately advocate for individual students and the student body. Engage with other stakeholders across NYU to connect students with relevant resources and opportunities.

Remain a visible and engaged member of the NYUAD community, supporting student events

& initiatives across the year. Respond to campus climate issues and collaborate with the Student Affairs Leadership for equity and inclusion concerns in the student body.

Overseeing the team that manages the recruitment, hiring, and training of student leaders such as residential assistants etc. Ensure alignment with leadership development competencies across the division and explore opportunities for joint training

#### Emergency Response, Crisis, and On-Call Responsibilities

Train and supervise the residential emergency response team. Partner with colleagues from different departments to provide crisis management support and identify appropriate interventions for students at risk. Serve as a senior member of the Student Affairs on-call rotation, providing oversight for emergency situations and guidance for other staff who are assisting. In collaboration with Student Affairs leadership, refine and review crisis management protocols and plans. Identify further opportunities to ensure staff have appropriate training and knowledge to support students.

Connect with NYU Shanghai and New York to provide holistics residential support to students and address any specific student concerns

Serve as a conduct/judicial officer, providing thoughtful and developmentally appropriate review and application of student conduct policies

Serve on the emergency on-call rotation, maintaining a 20-minute response time while on call

#### **Required Education:**

Master's degree in in Education, Student Affairs, Social Sciences or a related field

#### **Required Experience:**

7+ years of progressively responsible leadership experience in an academic environment, higher education/student affairs, or equivalent combination. Must include experience with developing student programs and administering student services

Demonstrated excellence in leadership and managerial skills and the capacity to supervise, coach, and lead Student Affairs staff

Demonstrated experience in developing and running residential life programming

Experience working with a highly diverse student body and commitment to diversity and inclusion

Experience and proficiency in supporting students and student groups

Experience and proficiency in the planning, coordination and implementation of projects and programs

Experience in strategic planning, assessment, and budget management

Knowledge and experience in equity and inclusion, cultural competence, and conflict management

Ability to work collaboratively with faculty, students, administrators and external partners and stakeholders

Ability to appreciate and incorporate diverse learning styles, educational backgrounds, and communication styles

Ability to interact and communicate with individuals at all levels

Excellent listening skills to accurately understand others and provide effective feedback

Good judgment, discretion, independence and initiative. A capacity to work collegially and collaboratively

Excellent presentation, written and oral communication skills in English

An ability to prioritize and to handle multiple projects on tight deadlines, organized work habits, consistent accuracy, and attentiveness to detail.

Knowledge of Microsoft Office

**Preferred Experience:**

Experience with designing and implementing new student orientation programs, first year seminars, or University 101-style courses

Experience with designing team-building and skill-building programming for globally and culturally diverse college students of varied educational backgrounds

Working knowledge of the principles, practices and interventions related to student development theory with particular emphasis on college adjustment, first year transition and student retention

A culture-setters and strategic thinker who actively seeks to align processes and programs with institutional values and context

Ability to empower, inspire and motivate

Cultural humility and the ability to engage in the process of self-reflection and self-critique to learn about others and examine their own beliefs and cultural identities

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