Position: Assistant Area Director (2)

Description: The Assistant Area Director is a graduate-level, live-in, 10-month (Monday, July 29, 2019 – Friday, May 22, 2020 (38 working weeks)), part time (20 hours per week) position within Babson College’s Office of Residence Education. Graduate student follows the break dates of their academic program (Thanksgiving break, winter break and spring break). The primary focus of this position will be to work with Resident Assistants (RAs) and students within a particular residential area to develop inclusive, vibrant, and meaningful activities and opportunities for community and personal development. These efforts will complement and enhance the experience of a rigorous academic program for aspiring entrepreneurs and business leaders. The person who fills this position will receive direct supervision from an Area Director.

Compensation: $12.00 per hour, furnished studio apartment or shared two-bedroom apartment (valued at $14,818.27), meal plan ($3,138.30 for the 10 months, administered monthly) and parking.

Distance from Boston College & Accessibility to Public Transportation: Babson College is approximately seven miles from the Boston College main campus, one mile from the Wellesley Hills Commuter Rail train station, and approximately four miles from the Woodland Station for the MBTA Green Line.

General Description:
Babson College is a private college located in Wellesley, MA. Babson houses about 1800 undergraduate and graduate students and is a leader in business education and entrepreneurial leadership. The mission of Residence Education is to develop safe and inclusive residential campus communities. Residence Education is a seven-person office with a Director, four Area Directors, and two graduate-level Assistant Area Directors working together to provide a holistic co-curricular experience within the residence halls to foster relationships, growth and development. The Assistant Area Directors are integral members of the Residence Education team.

Primary Responsibilities:
Assistant Area Directors will provide support to an Area Director in developing a safe and inclusive community within a specific residential area. Duties will include but not limited to:
- Manage the day to day operations of a specific residence hall of primarily upper class students living in traditional single and double rooms
- Directly supervise and evaluate 5-7 Resident Assistants (RA)
- Assist with the overall development, planning, and implementation of programming pertaining to Residence Education’s residential curriculum
- Assist Area Director with managing area budget
- Participate in the administrator on-call rotation three weeks per semester and actively respond to a wide range of crises situations
- Assist in the planning, development, and implementation of RA trainings, in-services, and RA selection via departmental committee structure
- Serve as a student conduct hearing officer and hear cases as assigned by Community Standards
- Assist with RA recognition efforts
- Provide office support by working 5 hours per week at the front desk of the Student Life Suite assisting with housing related projects
- Liaise and collaborate with campus partners including Housing Operations, Facilities, Wellness, and Student Conduct
- Assume additional responsibilities as required
Requirements:
To be considered for this opportunity, a candidate should:
- Be a matriculated graduate student. Enrollment in a CSP, Counseling, or Higher Education Administration program preferred. Non-matriculated students engaged in appropriate coursework may be considered.
- Be willing to work evenings and weekends on a periodic basis.
- Demonstrate the ability to work collaboratively as well as autonomously
- Possess excellent interpersonal and communications skills
- Attend weekly professional staff meetings (date and time TBD) and weekly student staff meetings from 4:30-6:30pm on Monday nights
Prior residence life experience, a positive attitude and awareness of social justice principles are preferred.

Learning outcomes associated with the position:
- General knowledge of services and programming offered through Residence Education including but not limited to student development, conflict and crises management, event logistics, and budget management
- Ability to work with individual students and facilitate larger groups with regard to learning and developmental issues
- Ability to apply student learning and developmental theory to student affairs practice
- Adherence to and value for professional ethical standards; an ability to teach and model respect for shared community values
- Ability to build rapport, establish and maintain mutually satisfying relationships
- Flexibility and adaptability to changing circumstances; ability to develop creative solutions to complex problems

Selections procedure:
Interested applicants should submit a resume and cover letter to Josh Peipock, Director of Residence Education at jpeipock@babson.edu.