

Assistant Director of Student Life

Maine College of Art & Design educates artists and designers for life.

Position Overview

Maine College of Art & Design (MECA&D) seeks a collaboratively minded leader to serve as the Assistant Director of Student Life, joining our group of committed faculty and staff who are passionate about art, education, and community.

The Assistant Director of Student Life oversees assigned residence halls and supervises Resident Assistants as a live-in professional staff member. The Assistant Director plans and implements residential and campus-wide programming with a focus on community building, health and wellness, diversity, public engagement, and sustainability. They work collaboratively with students, faculty, and staff to promote the holistic development of students in an atmosphere where students are expected to learn from a full range of experiences both in and out of the studio/classroom. The Assistant Director will have shared on-call responsibilities and will help respond to student emergencies.

The successful candidate will serve as a leadership figure and role model to students. Maine College of Art and Design recognizes that diversity is integral to the academic experience and strives to foster an inclusive culture defined by respect, equity and social responsibility. All employees are expected to actively support these values.

The Successful Candidate

To achieve success in this role, it will require:

- Living in a fully furnished, assigned apartment in a campus residence hall to oversee the housing operations, staffing, and programming for assigned residence halls by maintaining a significant presence in assigned residence halls;
- Supervising assigned Resident Assistants (RAs) and assist RAs in the development and implementation of social, educational, recreational, diversity, health and wellness, and service programs;
- Assisting in the recruitment, selection, and training of RAs and student workers;
- Serving on a 24/7 on-call rotation for the entire college (about 500 students);
- Reviewing and processing housing applications, contracts, room inspection forms, room change forms, keys, and other administrative tasks for residential students;
- Coordinating returning housing selection and room change processes. Maintains accurate housing rosters and reports, and communicates housing changes to the Business Office;
- Assisting in the review, interpretation, and enforcement of policies and procedures;
- Serving as a student conduct hearing officer and hears first-level judicial cases;
- Working directly with Facilities to ensure timely reporting of building issues and long term care and maintenance of the residence halls;

- Checking residence halls regularly for safety concerns and building improvements, including coordinating and implementing Health & Safety inspections twice a semester;
- Coordinating building turnover with the Facilities Department to prepare for summer and academic year housing;
- Helping coordinate response to COVID-19 in various capacities;
- Planning and implementing returner housing selection;
- Placing incoming students in housing;
- Supporting the Pre-College and Orientation programs.
- Representing Student Life on College committees, at staff meetings, and at College-wide events such as Open Houses, Admitted Student Days, Family Weekend, and Commencement;
- Planning and implementing campus-wide programs;
- Supporting the START team and student retention initiatives including direct interventions;
- Overseeing Student Government, clubs and groups.

Qualifications, Experience, Abilities

Required Qualifications & Experience:

- Bachelor's degree;
- Valid driver's license;
- 3+ years of related work experience; applicable undergraduate roles apply.

Preferred Qualifications & Experience:

- Master's degree in Higher Education: Student Affairs, College Student Personnel, or similar program;
- Experience managing student staff, especially Resident Assistants;
- Crisis intervention and student support experience;
- Solid foundation in student development theory;
- Demonstrated commitment to personal and departmental integrity, creativity, collaboration, initiative, and professionalism;
- Experience building an inclusive and welcoming campus environment.

Skills and Abilities:

- Strong advising, programming, problem-solving, and supervisory skills;
- A clear understanding of the importance of co-curricular programming to student learning;
- Enthusiasm and the desire to initiate improvements independently;
- Ability to adapt personal and professional schedule to the College's year-round calendar;
- Ability to make sound judgements and the ability to resolve problems with sensitivity
- Strong interpersonal communication skills and ability to adapt those skills to different campus constituencies;
- Effective written and presentation skills;

- Strong organizational skills;
- Ability to balance competing demands under pressure.

The Institution

Maine College of Art & Design is an independent college of art and design located in the center of the thriving arts district of Portland, Maine. Established in 1882, the College currently enrolls approximately 500 students, the majority of whom are in the undergraduate program. About 1,000 students take classes through MECA&D's Continuing Studies Program annually. MECA&D's Joanne Waxman Library is an important resource of art and design oriented books and periodicals for the region. The Institute of Contemporary Art at MECA&D is a vibrant site for the exhibition of contemporary art.

MECA&D is characterized by its intimate learning community, its interdisciplinary nature and the breadth of its programs. It confers the degrees of Bachelor of Fine Arts in eleven majors, Master of Fine Arts in Studio Art, Master of Arts in Teaching, and the Salt Graduate Certificate in Documentary Studies. Maine College of Art & Design is accredited by the New England Commission of Higher Education (NECHE) and the National Association of Schools of Art and Design (NASAD). The College's accreditation status with both agencies was renewed in 2016.

Strategic Direction

MECA&D's seven-year (2020-2027) strategic plan builds on our historic positioning in Portland's arts district, a shared strategic vision, and proven ability to embrace change.

Strategic Plan Priorities

1. Broaden Our Reach: Online and Distance Learning

Charge: MECA&D will develop a strategy to effectively enter the online and distance learning marketplace in order to expand our audience of learners and generate additional revenue streams.

2. Develop a Culture of Social Change, Racial Justice, and Equity

Charge: MECA&D's commitment to Social Change, Racial Justice, and Inclusion will inform all aspects of the College. We believe placing these values at the forefront of our work cultivates artists who are true agents of change and connects our community to the world in meaningful ways.

3. Academic Excellence

Charge: MECA&D will cultivate the highest standards in teaching and learning in art, design, and media, and will be recognized for its students' cultural contributions. The College will be known as an educational

leader in the programs it offers, creating and continually improving a relevant, culturally inclusive, and distinctive curriculum that enables students to reach their potential in an ever-changing world.

Recognizing a rapidly evolving and increasingly challenging higher education landscape, the College will create additional programs and educational pathways to attract learners beyond its traditional region and age group: this includes professional, mid-career and continuing learners.

4. Create a Living and Learning Center

Charge: MECA&D will develop a new Living and Learning Center that reflects the College’s mission to provide students with the resources and support necessary to pursue their education successfully. Building on MECA&D’s historic role as the creative anchor of Portland, the new Center will expand MECA&D’s footprint and identity within Portland and will provide a destination and hub for community activity and engagement.

5. Financial Sustainability

Charge: An essential principle of our Strategic Plan is to ensure MECA&D’s long-term financial sustainability. As informed by data and other qualitative metrics, we will identify a financial framework and a series of revenue-focused strategic priorities in support of sustainable results and MECA&D’s overall fiscal plan.

Compensation & Benefits

This is a year round, live in, full time, exempt position. Compensation ranges from \$42,000 to \$45,000, based on experience. A comprehensive benefits package is offered, including health, dental, vacation, sick time, and retirement benefits.

To Apply

Applications will be reviewed beginning immediately and will be accepted until a hire is made. Application materials must be sent digitally in a single PDF, not to exceed a 25MB file size. Please email the document to employment@meca.edu. Place “Assistant Director of Student Life [Last Name, First Name]” in the subject line.

The PDF must include:

1. An application/cover letter which describes how the candidate’s experience, accomplishments and qualifications intersect with the listed position description;
2. A resumé/curriculum vitae;
3. A diversity statement;

4. A list of four references with contact information, one of which should be a prior supervisor and one of which, if possible, should be a student.

Maine College of Art & Design recognizes that diversity is integral to the academic experience and strives to foster an inclusive culture defined by respect, equity and social responsibility. Successful candidates will have demonstrated experience in working with diverse populations, and supporting an inclusive and equitable community. Maine College of Art does not discriminate on the basis of gender, gender identity, gender expression, sexual orientation, disability, genetic information, HIV status, race, age, religion, national or ethnic origin, or military/veteran's status in its educational programs, admissions policies, employment policies, financial aid, or other College administered programs. Candidates from historically underrepresented backgrounds are encouraged to apply.