

## **Vacancy Announcement**

**Position Title:** Student Development Specialist – Residence Life Manager  
**Reports To:** Assistant Director of Student Affairs  
**Location:** Kabul, Afghanistan

### **AUAF Background:**

The American University of Afghanistan (AUAF) is a private, non-profit university offering an American-style liberal arts education. We opened our doors in 2005 and currently offer four undergraduate academic majors and an MBA program. We follow a strict non-discriminatory policy and applicants from all ethnic, religious, and economic backgrounds are encouraged to apply. We are a young and growing dynamic university with a student population of nearly 1,100 and we hope to reach 1,250 students by the fall 2019 academic semester. We have expanded operations to the 75-acre international campus across the street from our original campus. Construction is ongoing for additional classroom and lab buildings to help meet the growing needs of our student population.

### **Job Summary:**

The Student Development Specialist / Residence Life Manager is responsible for advising primarily first-year students in the undergraduate program (UG), teaching up to 3 sections of the 1-credit UNV 100: University Success seminar each semester (and summer as needed), and managing the AUAF residence halls. Currently, there are two residence halls housing approximately 150 students with plans to increase occupancy to 250 students in the next two years.

### **Major Duties and Responsibilities:**

The Student Development Specialist's duties and responsibilities include, but are not limited to, the following:

- Serve as an academic advisor for freshmen students.
- Teach up to 3 sections of 1-credit UNV 100 class each semester.
- Engage in curriculum planning for the UNV 100 and other first year seminar courses.
- Develop and implement a student leadership development program for Residence Assistants.
- Assist in the creation and facilitation of departmental assessment of programs, fiscal spending, and activities.
- Maintain accurate student records for advising, grading and attendance, and submitting grade reports within the established deadlines.
- Oversee the operations of residence halls and oversee a staff of three Residence Hall Coordinators and seven Resident Assistants.
- Create, communicate, interpret, and enforce Residence Life and Student Handbook policies in the residence halls.
- Facilitate all hiring and training of Residence Hall Coordinators and Resident Assistants

- Create and promote an environment which supports student growth and development.
- Develop programs to build a sense of community and engagement within the residence halls.
- Coordinate residence life activities with other relevant departments such as Facilities, Finance, Procurement, and Communication departments.
- Develop and implement crisis management planning within the residence hall.
- Demonstrate a professional attitude, philosophy, and commitment which promotes student growth and learning.
- Assist with student activities, graduation and event planning, and new student orientation.
- Perform additional related duties as assigned by the Director/Assistant Director of Student Affairs.

**Required Qualification and Experience:**

- Master's degree in Student Affairs, Higher Education, or a closely related field is preferred.
- 2-5 years of post-graduate experience working in a college or university environment.
- Experience in housing and residence life within a university environment.
- Understanding of college student development theory.
- Preferred qualifications and experience
  - Experience working in an Islamic country and/or a developing nation.
  - Teaching experience.
  - Work experience with international and ESL students.
  - Experience in a diverse, multi-cultural working environment.

**Skills:**

- Knowledge of policies and procedures of an academic environment.
- Knowledge of theories and best practices of student development.
- Excellent command of the English language.
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality.
- Knowledge of residence hall management, staff supervision, and crisis management.
- Direct experience working within an American system of higher education.
- Ability and knowledge in maintaining a high degree of professionalism.
- Ability to operate a personal computer including Microsoft Office programs.
- Work plan development.
- Problem solving and decision making.
- Capacity Building.

**Submission Guideline:**

Applicants must submit their resume cover letter and list of three professional references in one document as PDF or MS Word to [jobs@auaf.edu.af](mailto:jobs@auaf.edu.af) Applications are accepted in English only. Please include "**Student Development Specialist – Residence Life Manager**" in the subject line of the email.

**Application Deadline:** All applications must be submitted on or before July 5th, 2019. After reviews of the applicants, interviews for the finalists will be set up in Kabul on the AUAF Campus.