



JOB DESCRIPTION – LONG ISLAND BOARDING ASSISTANT DIRECTOR

Title: Long Island Boarding Assistant Director

General Description: The Long Island Boarding Assistant Director is responsible for students enrolled through the Long Island Boarding (LIB) program at Long Island Lutheran Middle and High School (LuHi) and who reside in approved housing on the Long Island University (LIU) Post Campus. The LIB Assistant Director is a professional, full-time, 12-month, live-in position responsible for supporting the mission of LuHi and the LIB program by developing residential living environments conducive to student learning and academic success; respecting, appreciating, and advocating for the diversity of our student population; and supporting the holistic development of approximately 30 LIB resident students. The LIB Assistant Director position averages 40 hours per week, with a required overnight on-call and Saturday and Sunday rotation schedule.

Responsibilities: The LIB Assistant Director shall

1. Oversee LIB residential program development and government;
2. Manage a residential area of approximately 35 students and staff;
3. Under the direction of the Global Programs Director, utilize the allotted residence hall facility to maximize occupancy and resources;
4. Assist the Global Programs Director with budget planning and weekly meal/grocery planning for the students at LIB;
5. With the Global Programs Director, coordinate and supervise students' medical appointments and clearances;
6. Work with the Global Programs Director to establish and delegate daily tasks and staff deployments to ensure successful daily operations at the residence hall;
7. Assist Global Programs Director in coordinating individual and community meetings with international students, residential staff and other stakeholders, such as students' families at residence hall;
8. Work collaboratively with principals and other administrators, LuHi teachers, school counselors, faculty, and community resources in planning, coordinating and assessing residential programs and develop strategies for student achievement of academic, social/emotional, personal development and other identified goals;

9. Work in liaison with other LIB staff, LuHi administration, parents, and service providers to discuss education plans and progress of the international students;
10. Participate in the student conduct process;
11. Coordinate orientation sessions for international students to assist them in their transition to living and attending school in the United States. Continue community building through organized events including information sessions, dorm tours, and an extension of LuHi events to the residences;
12. Oversee and advise LIB student government;
13. Support students' recreational and after-school residential activities, and other international student programs to support student development both at LuHi and LIB;
14. Supervise and support RAs to offer educational, social and emotional support to international boarding students;
15. Provide professional development opportunities for Residential Advisors (RAs) and/or residential coordinators;
16. Communicate and interact with LIU campus resources including, but not limited to LIU Public Safety, Dining, Student Counseling and Health services;
17. Participate in staff recruitment, selection and training activities;
18. Participate in on-duty rotation. Weeknights, weekends and holidays are required;
19. Perform administrative tasks, including working closely with the Global Programs Director with regards to room assignments, occupancy reports and distribution of students' academic and residential reports. Facilitate efficient and harmonious communications between the school/LIB program and other stakeholders, such as parents, guardians and other parties;
20. Responsible for campus critical incident response;
21. Perform other duties as assigned by the Global Programs Director.

Education	Bachelor's degree required Major in Education, Counseling or a directly related field preferred Masters degree preferred
Experience	Related experience in the field
Special	Familiarity with international population, residential programs, and/or secondary and higher education desired
Reports to:	Global Programs Director Collaborate with Admissions staff Collaborate with Faculty and School Counseling staff
Supervises:	Residential Advisors/Coordinators
Salary Range:	\$50,000 - \$55,000 (commensurate with experience), housing provided.
To Apply:	Applicants should send a resume and cover letter to: human.resources@luhi.org and refer to "LIB Assistant Director".