



DIRECTOR FOR RESIDENCE LIFE

Salary: Commensurate with Experience

Status: Full-time, Exempt, Broadbanded

Reports to: Vice President for Student Affairs

Summary

Report directly to the Vice President for Student Affairs and is responsible for the total administration and operation of the WSC student residential community. The Director for Residence Life is expected to provide welcoming and vibrant communities that foster personal growth and enhance the student experience. This is done through staff and student development, resident outreach, community building, attention to facilities, and administrative organization. The Director for Residence Life will possess an ability to relate to our students, provide impeccable customer service skills to all stakeholders, and reside in or within five miles of the city of Williston.

Responsibilities

Leadership

- Hiring, training, and supervision of Head Residents, Resident Assistants and others as appropriate.
- Develop and implement policies and procedures, establish priorities and objectives, and generate innovation for campus housing.
- Develop an ongoing and open communication structure with Head Resident and Resident Assistants to ensure that all groups are informed of current housing issues
- Develop skills of Resident Assistants in peer helping and referral techniques.
- Become acquainted with students living in the hall and provide personal and administrative support necessary in developing an inclusive community environment.
- Work with students to develop and maintain an atmosphere conducive to academic and community living, and encourage students to take responsibility for developing a community atmosphere
- Counsel, advise, and provide appropriate referrals for residents in need of professional services.
- Handle emergency or crisis situations appropriately as they arise.
- Apply conflict resolution skills and counseling techniques when responding to student crisis situations.
- Initiate change, and develop and implement new ideas and concepts to improve the quality of life within the residence hall.

Administration

- Facilitate residence hall operations, including processing housing applications, assignment of housing and roommates, etc.
- Processing housing cancellations and refunds.
- Maintain appropriate documentation of housing activities.
- Communicate with current and prospective students as appropriate regarding housing related issues.
- Provide housing information as requested and appropriate to management and other stakeholders.
- Review and authorize expenditures to keep the residence hall in operating order, ensuring that budgetary guidelines are followed. Represent campus housing at stakeholder functions.
- Create and maintain student residential life accounts and bill meal plans for Dining Services
- Supervise Residence Life custodial staff and serve as a liaison to maintenance and custodial staff. Report, track, and follow up on facilities issues in the hall. Advocate for facilities improvements to enhance student development and academic success within a residential setting.
- Serve on campus wide and divisional committees at the request of the supervisor.
- Tour and inspect facilities to ensure building security and safety; recommend modifications in policy and procedure to upgrade safety and security of facilities. Facilitate monitoring of security system.
- Provide and share on-call coverage for campus, including weekend and holiday coverage.
- Provide conduct development opportunities and sanction inappropriate conduct in accordance with the WSC Student Code of Conduct.
- Other duties as assigned

Minimum Qualifications

- Bachelor's degree
- Reside in or within five miles of the city of Williston.
- Knowledge of supervisory practices and principles; supervisory skills
- Knowledge of crisis intervention strategies; helping skills
- Effective oral and written communications skills; ability to communicate effectively with individuals from a variety of culturally diverse backgrounds
- Knowledge of administrative practices; organizational skills
- Knowledge of student development theory and practice
- Ability to work independently and meet multiple task deadlines
- Ability to establish and maintain effective student and staff relationships
- Understanding of and commitment to a multicultural/diverse campus community

Preferred Qualifications

- Experience with housing, student services, or budget management.