



RESIDENCE DIRECTOR POSITION

2018-2019

Westminster College announces a position vacancy for **Residence Director** for the spring semester of the 2018-2019 academic year. This is a part-time, live-in position responsible for supporting undergraduate student staff with community building, programmatic responsibilities, and policy enforcement. This position is also responsible for supporting the students living in the building while ensuring facilities are well-maintained and safe. Rotating weekend on-call duty is required.

Founded in 1852 and related to the Presbyterian Church (U.S.A.), Westminster College is a top tier liberal arts college, a national leader in graduation rate performance, and a "**Great School, Great Price**," according to *U.S. News Best Colleges* guide. Westminster ranked 38th among liberal arts colleges, according to the *Washington Monthly College Guide*, and is one of the most affordable national liberal arts colleges in Pennsylvania. Westminster is also honored as one of "The Best 373 Colleges" and "Best in the Northeast" by *The Princeton Review*, and is named to the President's Honor Roll for excellence in service learning.

The mission of the Residence Life program at Westminster College is to contribute to the development and education of students by creating inclusive communities in which students can feel safe to explore new ideas, be challenged to relate to others with respect and compassion, be supported in self-discovery, and be supported to solve problems autonomously. Rooted in the Westminster College mission, the mission of the Residence Life program supports the academic endeavor of students. Further, the Residence Life program supports the quest for excellence that Westminster College espouses for all students.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity.

Staff Development

- Supervise and support undergraduate staff of 6-12 RAs
- Enable RA staff to foster safe and inclusive communities
- Meet one on one with each RA weekly to provide positive and constructive feedback
- Create staff development opportunities and mediate staff conflict if necessary
- Formally evaluate RA staff each semester and have goal-setting conversations
- Develop staff duty calendar and hold RAs accountable to their duty shifts
- Maintain clear and consistent communication between RAs and the Student Affairs Office

Community Development

- Uphold and interpret provided community programming model to educate your community
- Serve as a resource referral for students and staff members
- Oversee and assist with roommate conflict mediation
- Maintain visibility throughout the residence hall
- Create learning opportunities through policy enforcement

Administrative Responsibilities

- Engage in developmental conversations as a judicial hearing officer
- Attend weekly professional staff meetings
- Assume administrative and programmatic responsibility for one Student Affairs initiative (past responsibilities have included: RA selection, Staff Development, Staff Training, Social Media, Diversity Awareness)
- Serve in on-call rotation and respond appropriately to crisis situations

Facilities Management

- Maintain Room Condition Forms in cooperation with the Student Affairs Office
- Submit maintenance work requests to physical plant, following up when necessary
- Ensure safety and security of residential facilities

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Other Responsibilities

- Support the academic mission of Westminster College
- Act as a role model for students and staff
- Represent the Office of Student Affairs in professional manner
- Abide by all state and federal laws
- Nights away from campus with permission from the Associate Dean of Student Affairs (Max. 10 nights a semester)
- Assist in Housing Selection Process
- Assist in other duties as assigned by the Associate Dean of Student Affairs and the Student Affairs Office

Professional Development Opportunities

- Internship possibilities exist in partnership with many other campus offices, including but not limited to Financial Aid, Diversity Services, Disability Services, Career Center, Student Activities, Greek Life, Service Learning, and Orientation

Qualifications

- Bachelor's degree from an accredited institution
- Experience in residence life, program planning, and conflict management or mediation
- Interest in pursuing Student Affairs Administration as a career path
- Passion for assisting students in their development
- Strong written and verbal communication skills with the ability to multi-task
- Experience working with diverse communities
- Knowledge and understanding of social justice concepts is preferred
- Criminal and other relevant background checks required
- Appointment period January 1, 2019 through May 31, 2019

Remuneration

- Fully furnished apartment in assigned residence hall
- Full meal plan while college is in session
- Free, reserved parking space
- Free use of on-campus fitness facilities
- Professional Development funding available
- Option to purchase employee health insurance –UPMC; Current cost for single coverage is \$136.52/month
- Residence Director salary is \$7,695 for this 5-month position
- Summer employment may be available with additional compensation
- Residence Directors qualify for tuition remission for one Westminster course per semester

Send cover letter, resume, and a list of references to:

Jeter Smith, Associate Dean of Student Affairs, Westminster College, 319 S. Market Street, New Wilmington, PA 16172. Email: smithjt@westminster.edu. Electronic submission is preferred.

If you are also applying to a graduate program at Indiana University of Pennsylvania, Kent State University or Slippery Rock University, please disclose this in your cover letter.

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