

Position Vacancy

Director of Residence Life

Position Summary

The Director of Residence Life (DRL) serves as the primary and leading voice in all matters pertaining to the residential living experience. The DRL plays a critical role in the overall development of an active, inclusive and academically supportive environment for all students on campus. The DRL is charged with creating and maintaining a safe and inclusive residential experience, building and sustaining a positive campus community through intentional interactions and activities, managing and directing all housing processes, assessing and revising department policies, procedures and outcomes, and overseeing the department budget. As a member of Student Affairs, the DRL works collaboratively with campus partners to support student recruitment and retention, student wellness and achievement, and effective utilization of campus resources and facilities.

The DRL reports directly to the Associate Dean of Students for Student Experience. The DRL plays a vital role in supporting the work of Student Affairs, specifically through administration of the residential experience and data management.

Residence Life Responsibilities

1. Hire, supervise, train and evaluate residential staff, including three area coordinator(s), graduate residence director(s), head resident assistants and resident assistants. Student and paraprofessional staff are indirect reports. Training is on-going, including specific training periods for onboarding new staff and prior to each semester.
2. Coordinate community building efforts through the establishment of a model that guides programming, intentional interactions and assessment of activities in support of a positive, campus community. Community building should support the academic, social and personal development of all students and emphasize partnering with campus resources.
3. Manage the housing assignment process for new and returning students, including communication with students, families and college partners. Ensure assignments exist for all students and data and billing for each student is accurate. Housing assignment processes include specialty housing in Berlin Village, fraternity and sorority housing, and the review of all housing accommodations requests with Disability Resources.
4. Develop goals and projects annually within residence life that support attainment of Westminster College's strategic goals and Student Affairs. Specifically oversee the planning for residence life, including data-driven development of plan goals, implementation of plan initiatives, monitoring of key indicators, and assessment.
5. Partner with Physical Plant and Public Safety to provide a safe, well-maintained living spaces for students, as well as to support campus wide processes, such as opening and closing of the residence halls each semester.

Student Affairs Responsibilities

1. Serve as Data Manager for the Student Affairs division, managing the student information system and other technologies that support division work. Train new staff on use of the student information system and ensure processes are documented.
2. Engage in developmental conversations with students regarding their and the College's concerns, as well as serve as a hearing officer for alleged violations of the code of student conduct and determine sanctioning, as appropriate.
3. Teach one section of WST101 each Fall semester, a one-credit course on the transition to college.
4. Schedule and conduct exit interviews with students withdrawing from the College and document data for the College to improve retention efforts. Utilize relevant data from interviews and other resources to support retention efforts.

5. Serve on-call rotation as part of the Student Affairs crisis team, supporting response of Area Coordinators and the campus community. Partner with campus partners to provide necessary resources to students and coordinate and participate in crisis response debrief meetings to ensure on-going review of protocols and support of students.
6. Complete other duties as prescribed by the Associate Dean of Students for Student Experience.

Position Requirements

A successful candidate will have direct experience in residence life and housing, including 3-5 years of progressive experience. Ideally, the candidate will have worked within a live-in/on capacity and had prior supervisory experience of graduate and/or full-time staff. A bachelor's degree is required with a master's degree preferred. This position is a 12-month, full time position.

Remote work is available during academic breaks after a 3-month probationary period.

Candidates who are interested in applying should send their resume, cover letter, and names of three professional references by email to SAJobApplications@westminster.edu no later than **February 29, 2024**.

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