

RESIDENT DIRECTOR POSITION

(Temporary)

Westminster College

Westminster College announces an interim open position for **Residence Director** for the 2022 Spring Semester. This is a 5-month, 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 week on-call duty is required.

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.

Staff Development

- Supervise and support undergraduate staff of 12-16 RAs
- Enable RA staff to foster safe and inclusive communities
- Meet one on one with each RA bi-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 residential curriculum 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

- Attend weekly professional staff meetings
- Serve in multi-tiered on call rotation and respond appropriately to crisis situations
- Assist with responsibilities related to Quarantine and Isolation (Q&I) such as delivering meals, obtaining supplies for Q&I spaces and assist in the process to place students into Q&I.

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

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
- Assist in Housing Selection Process
- Assist in other duties as assigned by the Assistant Dean of Student Affairs

RESIDENT DIRECTOR POSITION
(Temporary)
Westminster College

Qualifications

- Bachelor's degree from an accredited institution
- Experience in residence life, program planning, and conflict management or mediation
- Strong written and verbal communication skills with the ability to multi-task
- Criminal and other relevant background checks required
- Appointment period January 18th 2022 through May 31st, 2022

Remuneration

- Fully furnished apartment in assigned residence hall
- Full meal plan while college is in session
- Free, reserved parking space
- On campus gym membership
- \$1000 per month stipend
- Tuition Remission for two classes per term

Send cover letter, resume, and a list of at least three references with contact information by email to manilla@westminster.edu or by mail to Francesca Manilla, Assistant Dean of Student Affairs, Westminster College, 319 S. Market Street, New Wilmington, PA 16172. Electronic submission is preferred.

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