

Marian University

POSITION:	Residence Hall Director
FTE:	1.0
DEPARTMENT:	Office of Student Life
REPORTS TO:	Director of Residence Life
FLSA:	Exempt

Marian University is a Catholic applied liberal arts community that welcomes diverse spiritual traditions. Sponsored by the Congregation of Sisters of St. Agnes, Marian University engages students in the education of the whole person. We embrace justice and compassion and transform lives for professional service and leadership in the global community.

The Office of Residence Life at Marian strives to provide students the essential opportunities and experiences so that students can live collaboratively by embracing civility, be positively engaged in the community and develop personal and academic wellness.

This position promotes and supports the learning experience of Marian University students by, developing the resident staff and facilitating the design of educational and social programming. The Residence Hall Director is expected to serve as an educator by developing the leadership of students and encouraging community investment in an established code of conduct that emphasizes respect for self and others. To fulfill these expectations of education and service, Residence Hall Directors collaborate with Residence Life staff, faculty, and other offices and staff within the Marian community. Residence Hall Directors also hold special assignments within Residence Life and collaborate across campus. This position is full-time; live-in professional staff member who manages a residential area housing 150-200 students; primarily responsible for fostering an environment rich in student development opportunities. The Residence Hall Director directly supervises a staff of six to eight Resident Assistants.

Residence Hall Directors, in a three week rotation, provide on-call, campus-wide emergency response.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

Supervision & Community Development:

- Oversee educational programming in accordance with the core values programming model
- Train, supervise, and evaluate staff of six to eight undergraduate Resident Assistants

- Plan, implement, and attend all staff training, retreats and professional development opportunities
- Design and implement staff development activities
- Conduct weekly staff meetings and one-on-ones with residence hall team
- Participate in the residential staff hiring process, including application review, interviewing, selection and placement
- Engage personnel within the department to accomplish and assess goals and objectives

Administrative:

- Represent the Residence Life office across the campus in order to integrate the residential program into the overall life of the University
- Administer the opening and closing of the residential area
- Work cooperatively with Director of Residence Life in support of effective management of his/her residential area
- Assist in administering room assignments, changes, and selection with the Office of Residence Life
- Coordinate residence facility needs with Facilities Management, Housekeeping staff, and Housing Operations
- Act as a liaison with other university and Student Life offices
- Oversee monthly reconciliation of hall budgets
- Respond to e-mail and voicemail in a timely manner
- Serve on departmental committees
- Work collaboratively with the Office Student Life, Campus Ministry, and other faculty and staff
- Attend all Residence Life professional or student staff development training, activities, retreats, events, and scheduled functions
- Appropriately communicate with students, parents, and other campus partners
- Understand the purpose, mission, and goals of Residence Life and Student Life
- Perform other related duties as assigned

Education & Learning:

- Assess the needs of residents and administer educational programs to meet those needs
- Manage, plan, and implement programmatic initiatives for residential community and area
- Interact with students, parents, and members of the Marian University community
- Mediate students' interpersonal conflicts
- Serve as a resource person for residential area staff and students
- Promote inclusivity in all interactions with students, faculty, and staff and incorporates pluralism into leadership, training, and educational opportunities
- Meet with students to discuss conduct violations and to determine potential violations of the Code of Conduct and possible sanctions; completes administrative letters and follow-up as directed by the Office of Community Standards

Social Justice & Inclusion:

- Create safe spaces for conversations around diversity and inclusivity in the residential community

- Provide learning opportunities that deepen knowledge, skills and awareness of self and others
- Design inclusive programs, services, policies and practices
- Seek opportunities for continued learning and personal growth related to social justice

Emergency Response:

- Manage crises in the residence halls, including serious accidents or psychiatric emergencies and work closely with other University and emergency personnel
- Participate in the Residence Hall Director on Duty rotation with other members of the Residence Life staff (approximately one to two weeks per month and some holiday coverage)
- Receive and make phone calls on the Residence Hall Director On Call cell phone when serving on duty
- Respond after hours, including evenings and weekends, to emergency and community crises
- Properly execute emergency response protocols as outlined by departmental and university expectations
- Manage personal emotions during highly sensitive crisis situations

Leadership:

- Identify and define problems
- Apply creative and original approaches to resolve issues
- Use sound judgment
- Recognize ethical and legal constraints
- Clearly articulate the purpose, mission, and goals of Residence Life and Student Life
- Actively participate and represent Residence Life on various Mission, Student Life and campus-wide committees
- Clearly communicate, both written and verbally, to individual and large audiences; often dealing with emergency situations or student conduct concerns
- Serve as a vital liaison with various campus offices, including but not limited to Student Life, Campus Ministry, Deans, Academic Affairs, Campus Security, Health & Wellness.
- Perform other duties as assigned or requested

Summer Responsibilities:

During the summer months Residence Hall Directors will receive summer assignments, which may include staff supervision, conduct, program planning, Fall training, etc. Residence Hall Directors, regardless of assignment, may be expected to:

- Participate in the duty rotation for professional staff providing crisis support
- Assist with training and supervision of student staff
- Address and adjudicate violations of the Code of Student Conduct
- Work with Student Life on summer projects as needed
- Attend regular meetings regarding summer operations
- Respond to parent inquiries
- Be present at student programming as directed
- Perform other duties as assigned

CONDITIONS OF EMPLOYMENT

The Residence Hall Director is a full-time, live-in professional member of the Student Life staff who is supervised by the Director of Residence Life.

Benefits include a furnished apartment and access to University benefits for staff, including health, dental, and vision packages, retirement savings options, and tuition remission. Additional benefits include one on-campus parking permit for those employees with cars, and internet service. Professional development funding is available as the budget permits.

The Residence Hall Director position is not compatible with additional full-time employment but is compatible with part-time study.

Residential Conditions:

Accepting employment at Marian University, a Residence Hall Director:

- Lives in the assigned residential area. Accommodations will vary with the assignment. The Director of Residence Life may change placements when deemed necessary. Such changes would be made in the best interest of the residential community and in consideration of the development of the staff member
- Understands services may be needed at any time, especially during the evening hours and some weekends
- Coordinates and participates in duty coverage of residential areas at night and on weekends as outlined by the Director of Residence Life
- Accepts no other employment, unless approved by the Director of Residence Life
- Allows no tenants to reside in the assigned apartment other than a legal spouse, domestic partner and/or legal dependents

EDUCATION, EXPERIENCE, and SKILLS REQUIRED:

Minimum: To perform this job successfully, a Residence Hall Director must have a bachelor's degree, experience in Residence Life, supervisory experience or related skills, the ability to balance collaborative and independent work, and excellent written, oral, and interpersonal communication skills.

Preferred: An applicant with a thorough understanding of and commitment to Residence Life work, a strong desire to work with students, the ability to foster a positive living/learning environment, and a master's degree in Higher Education Administration, Student Personnel Administration, Higher Education and Student Affairs, Counseling or related field is preferred.

To apply please submit a cover letter, resume and the names, addresses and telephone numbers of three references to muapplicants@marianuniversity.edu. Please use 'Residence Hall Director' in the subject line of email.

Application will be reviewed until the position is filled.

EOE/Minorities/Females/Vet/Disabled

Transforming lives through academic excellence, innovation and leadership. Marian University is a community committed to learning, dedicated to service and social justice, and joined together by spiritual traditions.

Any offer of employment will be contingent upon the receipt of criminal background and reference check information; and the determination that the candidate remains eligible and suitable for employment.