Director of Residence Life  
College of Saint Mary

Housing Overview:

College of Saint Mary is seeking an enthusiastic, innovative, and dynamic student affairs professional to join the Student Development team as the Director of Residence Life for Madonna Hall which houses our unique Mothers Living & Learning Program. Madonna Hall has the capacity for 48 student mothers and 48 plus children under the age of ten. This individual will also serve as the supervisor of the Lozier Hall Director. Lozier Hall is a traditional student hall with approximately 200 residents. This position at CSM offers the best of both worlds – the opportunity to make an immediate impact working in a smaller, mission-focused and personalized environment and community, while living in the middle of a large, thriving metropolitan city! The position includes educational, advisory, and administrative functions to provide a residential environment reflective of the University's mission and values and the Department's learning objectives, and requires active involvement in a small college environment. In addition, this position is a part of the Campus Life team which includes the Assistant Dean of Students, Department of Residence Life, Campus Ministry and the Office of Student Leadership & Organizations.

Supervision:

- Directly supervise the full-time professional Lozier Hall Director.
- Directly supervise student staff which includes one Community Coordinator who acts as an assistant, and 3 MLL Resident Advisors (RA).
- Responsible for recruiting, hiring, training, evaluating, and professionally developing the above Residence Life Staff members.
- Responsible for providing support to RA Staff in areas of community development, conduct, personal and academic problem-solving, support for programming and general residence hall matters.
- Together with Lozier Hall Director, coordinate selection and training of summer RA staff and manage residential aspects of Summer Conference Program.

Administrative:

- Responsible for the daily operation of the residence halls and oversight of related administrative responsibilities including fiscal oversight of residence life budgets.
- Responsible for the operations and upkeep of the Madonna Hall, including maintenance and custodial needs, security operations, and assessment of needed improvements (building repairs, furnishing replacements, etc.)
- Conduct bi-weekly building walk through to assess maintenance and custodial needs. Responsible for working with the Lozier Hall Director to make sure the same is done in Lozier hall.
- Coordinate all procedures to ensure the effective opening and closing of the residence halls at the appropriate time of year.
- Coordinate and oversee summer and break housing for residential students.

Programming:

- Responsible for planning and implementing new MLL resident fall orientation days.
- With assistance from Community Coordinator, provide learning-centered programs for MLL students which complement floor programs. Serve as an educator, developing a learning-focused model for fostering the academic, physical and spiritual well-being of residents with residence hall programming and activities.

Other Responsibilities:

- Work with the Director of Single Parent Success with prospective MLL student interview selection, MLL Move-In and Community Days, and collaborate regarding student issues and concerns.
- Serve as the primary judicial officer for the Madonna Hall and other cases from Lozier Hall when needed.
• Respond to emergency situations through on-call availability.
• Serve as a representative for Student Development on campus-wide committees.
• Communicate and meet regularly with the Associate Dean of Students.

Qualifications:

Master's Degree strongly preferred in Higher Education, Student Development or related field and 2-3 years of experience in residence life. Applicants with a Bachelor's Degree and 4-6 years of residence life experience will be considered. Also need excellent interpersonal and communication skills, solid administrative and organizational skills, ability to manage multiple priorities and sound decisions, and commitment to developing programs based on learning outcomes.

Salary and Benefits:

• Director of Residence Life is a live-on 12 month position.
• Salary range is $38,000 to $40,000 with a meal plan during the academic year.
• Two-bedroom, one bath apartment with free utilities, including cable and internet. Apartment features a washer/dryer, dishwasher and full-kitchen with full-size fridge and stove and a free reserved parking space.
• Free access to the campus recreation facilities including a full gym, pool and walking trail.
• Our university’s Wellness Program allows for employees to dedicate 45 minutes, twice a week to wellness activities on-campus, during office hours.
• Professional development opportunities and university benefits available. Institutional members of the Upper Midwest Region and ACUHO-I.

Application:

Please apply using the following link. Please put your resume, cover letter, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply. When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment. Applications accepted until position is filled.

https://home.eease.adp.com/recruit/?id=1514171

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