Director of Residence Life  
College of Saint Mary

Campus Overview:
College of Saint Mary (CSM) is a private, all-women’s college committed to the development of students through excellent academics that combine professional and career preparation with the liberal arts. CSM enrolls approximately 1,000 students, offering a variety of bachelor, master and doctoral degrees. CSM is located in Omaha, a growing city with a metropolitan area population of 850,000. Omaha has one of the best and most diverse music scenes in the country, has a hip downtown scene full of interesting shops, trendy bars, urban lofts, restaurants and a decidedly big-city feeling. Omaha is home to the College World Series, a world-class zoo, professional and semi-professional sports teams, five Fortune 500 companies, as well as a nationally recognized community theatre, ballet, and symphony. CSM is also within walking distance of the thriving Aksarben shopping area. Aksarben features its own locally owned movie theatre, a wide-variety of restaurants, a farmer’s market and summer concert series.

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.

Primary Job Responsibilities:
• Full Time, live in professional staff member.
• Responsible for the daily operation of the residence halls and oversight of related administrative responsibilities including fiscal oversight of residence life budgets.
• Provide learning-centered programs for MLL students. 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.
• Oversee all administrative tasks related to the proper functioning of the residence hall(s).
• Responsible for providing support to RA Staff in areas of community development, discipline, personal and academic problem-solving, support for programming and general residence hall matters.
• Directly supervise the Lozier Hall Director and MLL Resident Advisors (RA) including oversight of programming, staff development, and weekly Residence Life staff meetings which includes Lozier RAs.
• Serve as the primary judicial officer for the Madonna Hall and other cases from Lozier Hall when needed.
• Work with the Director of Single Parent Success with recruitment, selection, MLL Move-In and Community Days, and collaborate regarding student issues and concerns.
• Ensure all MLL residents provide documentation of their children immunization records to Student Development at the beginning of each semester (Fall, Spring and Summer)
• Respond to emergency situations through on-call availability.
• Coordinate all procedures to ensure the effective opening and closing of the residence halls at the appropriate time of year.
• Coordinate selection and training of summer RA staff and manage residential aspects of Summer Conference Program.
• Coordinate and oversee summer and break housing for residential students.
• Responsible for the operations and upkeep of the Madonna Hall, including maintenance, custodial needs, and security operations, and assess needed improvements (building repairs, furnishing replacements, etc.) Conduct monthly
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.

- Assist the Director of Student Leadership & Organizations with the planning and coordination of the spring Leadership Launch Program, a seven to eight week program for new and emerging leaders.
- Serve as a representative for Student Development on campus-wide committees.
- Communicate and meet weekly or by weekly with the Assistant 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 $37,000 to $40,000 with a meal plan during the academic year.
- Two-bedroom, one bath apartment with free utilities, including cable and internet. Apartment also features a washer/dryer, dishwasher and full-kitchen with full-size fridge and stove.
- Reserved parking space that is free of cost.
- 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

*College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*