



Director of Residence Life and Community Standards

College of Saint Mary is seeking a goal oriented and self-motivated professional to join the Student Development Team as a Director of Residence Life and Community Standards. The Director will provide oversight for our residence life program, which includes both traditional housing as well as our unique hall which houses our mission-focused *Mothers Living & Learning Program*, which aims to support single mothers striving for a college degree by providing campus housing for up to 48 student mothers and their children under the age of ten.

Essential Functions

- Full time, live off campus professional staff member.
- Directly supervises two full-time staff, the Assistant Director of Residence Life and the Lozier Hall Director to provide support in areas of community development, learning-centered programs, student conduct, problem-solving, educational initiatives, personal and professional development, and general residence hall matters.
- Develop and assess Residence Life learning outcomes and utilize data to document strategic action plans.
- Serve as chief Residence Life student conduct officer processing reports, assigning cases, meeting with students, and coordinating educational sanctions.
- Responsible for working with staff to ensure the operations and upkeep of residential facilities, including conducting facility walk-throughs with Hall Directors to assess maintenance and custodial needs.
- Oversee fiscal management of residence life and club account budgets.
- Manage room selection process and housing assignments operations. Coordinate all procedures to ensure the effective opening and closing of the residence halls at semester and breaks.
- 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.
- Respond to campus emergencies in professional staff on call rotation.
- Support the Sexual Violence Prevention Program Coordinator to ensure students learn about educational programming related to sexual assault, domestic violence, and acquaintance rape in compliance with the Violence Against woman Act (VAWA)

Education and Experience:

Qualifications: Master's Degree strongly preferred in Higher Education, Student Development or related field and 2-3 years of experience in residence life. 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 Range for this Position: \$40,000 - \$45,000 annually.

Application:

Please apply using the following link. Please have a resume, cover letter and contact information for three professional references, including one supervisor, ready to upload during the application process.

[Application for Director of Residence Life and Community Standards](#)

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, sexual orientation, gender identity, pregnancy, 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.