

Residence Hall Director

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 Residence Hall Director for [Lozier Hall](#). CSM features two residence halls, Lozier and Madonna Hall which houses our unique [Mothers Living & Learning Program](#). This individual will serve as the hall director for Lozier Hall, which 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 and the Office of Student Leadership & Organizations.

Primary Job Responsibilities:

- The position is live-on and reports to the Director of Residence Life. This position is responsible for the daily operations of Lozier Hall and shares on-call responsibilities.
- Respond to and resolve emergency and non-emergency situations.
- Provide learning-centered programs for Lozier Hall 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.
- Responsible for creating an atmosphere that promotes student engagement, academic success, personal development, respect for diversity, and a strong sense of community.
- Directly supervise seven Lozier Resident Advisors including oversight of programming, staff selection and development, and assist the Director of Residence Life with the weekly Residence Life staff meetings.
- Assist Director of Residence Life with overall operations of the residence life program, including housing assignment coordination and oversight, occupancy reporting, and other residence life reports and assessment.
- Handle residence life-related issues, concerns and conflicts with all residential students. Serve as the primary judicial officer for Lozier Hall.
- Responsible for working with the Community Coordinator for the oversight of residential hall desks (Lozier and Madonna) operations including hiring, training, scheduling and evaluating hall desk staff.
- Responsible for campus-wide educational programming related to sexual assault, domestic violence, and acquaintance rape, in compliance with the Violence Against Women Act (VAWA).
- Assist the Director of Residence Life with Residence Hall Council; including attending all meetings, supporting events and holding individual meetings with executive board members when needed.
- Responsible for the operations and upkeep of Lozier Hall, including maintenance, custodial needs, security operations, and assess needed improvements (building repairs, furnishing replacements, etc.)

Qualifications:

Preferred candidate will have a Master's Degree in Higher Education, Student Development or related field, and 1 to 2 years full-time and/or graduate assistant experience in residence life. Or Bachelor's Degree with 2-3 years of residence life experience. Candidate should have excellent interpersonal and communication skills, in addition to exceptional administrative and organizational skills. The person who will fill this role should have the ability to manage multiple priorities and demonstrate sound decision making skills, while working and collaborating effectively with the Director of Residence Life.

Salary and Benefits:

- Residence Hall Director is a live-on 12 month position.
- Salary range is \$30,000 to \$32,000 with a meal plan during the academic year.
- Two-bedroom, one bath apartment with free utilities, including cable, internet, and landline phone. Apartment also features a washer and 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=9062941>

College of Saint Mary is a Catholic university dedicated to the education of 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.