

Madonna Residence Hall Director College of Saint Mary

College of Saint Mary (CSM) invites applications for the position of Madonna Residence Hall Director. CSM seeks an enthusiastic, innovative, and dynamic student affairs professional to join the Student Development team. This individual will serve as the hall director of Madonna Hall, which is a mixed facility of traditional students in suite-style housing and single mothers and their children in suite-style housing with a total occupancy of approximately 75. 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. Additionally, this position will have a collateral assignment at .25 FTE and serve as the Health Education Coordinator, promoting health and wellness education on campus for our students.

CSM is a private, all-women's college of approximately 1,000 students, committed to the development of students through excellent academics that combine professional and career preparation with the liberal arts. CSM is located in Omaha, a city with a metropolitan area population of 850,000 and is located within walking distance of the thriving Aksarben shopping area, which also features a movie theatre, a wide-variety of restaurants, a farmer's market and summer concert series. 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!

Residence Life Responsibilities:

The Madonna Residence Hall Director provides leadership and serves as an educator, developing a learning-focused model for fostering the academic, physical and spiritual well-being of residents. The MHD directly supervises the Madonna Hall resident advisors. The MHD is responsible for the daily operation of Madonna Hall and oversight of related administrative responsibilities and responds to emergency situations through on call availability. Serves as the primary judicial officer for Madonna Hall and requires active involvement in a small college environment.

Leadership and Community Development:

- Directly supervise three Madonna Resident Advisors including oversight of programming, staff selection and development, and assist the Director of Residence Life with the weekly Residence Life staff meetings.
- Participate in the recruitment, selection, and training process of RAs
- Provide guidance and support to staff, residents, and student groups in developing and maintaining communities which complement the mission of the university, engage the residents' interests, expand their knowledge, and increase residents' social awareness and sense of responsibility
- Act as a university judicial hearing officer for all hall-level violations while utilizing an educational and developmental approach
- Responsible for creating an atmosphere that promotes student engagement, academic success, personal development, respect for diversity, and a strong sense of community
- Serve as a representative for Student Development on campus-wide committees
- Respond to campus emergencies in professional staff on call rotation

Administrative:

- 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.
- Assist Director of Residence Life with the coordination of summer housing which includes transition of room assignments, supervision of RAs, and summer programming efforts
- Coordinate hall openings and closing procedures at various break periods
- Responsible for the operations and upkeep of Madonna Hall, including maintenance, custodial needs, and assess needed improvements (building repairs, furnishing replacements, etc.)
- Coordinate summer housing which includes transition of room assignments, supervision of RAs, and summer programming efforts
- Responsible for the primary contact for students interested in MLL. This includes setting up interviews and following up with students in writing in regards to their status.

Programming:

- Assists with development of learning-focused programs for residents on campus and in Madonna Hall
- Assists Director of Single Parent Success in the planning of Community Days orientation for MLL students, and provides leadership for the Residence Life-focused aspects

Health Education Coordinator Responsibilities:

- Advertise and engage the campus on health issues of special interest to women a minimum of three times per semester through programs and “lunch and learns” including topics such as nutrition, cancer, and heart disease, and more
- Coordinate drug and alcohol prevention programs for students, and serve as the CSM liaison for the Nebraska Collegiate Consortium to address high risk drinking and alcohol abuse, including oversight of YICAP survey and result sharing
- Incorporate health education and/or fitness opportunities into campus and RA programming efforts
- Utilize passive education, such as bulletin boards, table tents, portal postings, etc. throughout the school year to share information about health topics of interest or timely topics, such as flu prevention
- Promote intramural opportunities offered through a partnership with the University of Nebraska Omaha
- Assist the Director of Human Resources to conduct the biennial review of our drug/alcohol prevention program for employees and students as required by the Department of Education
- Coordinate an annual health fair to promote wellness among students, faculty, and staff
- Research collegiate health-related policies and best practices and make recommendations, as necessary, to campus leaders

Qualifications:

Master’s Degree strongly preferred in Higher Education, Student Development or related field, and 1 to 2 years full-time and/or graduate assistant experience in residence life. Applicants with a Bachelor’s Degree with 2-3 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:

- 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, and Internet. Apartment also features a washer and dryer, dishwasher, and full kitchen with a full-size fridge and stove.
- Reserved parking space free of cost.
- Free access to 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 of ACUHO-I.

Application:

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

[Madonna Residence Hall Director Application](#)

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, 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.