

Memo to: [College Community]
From: Human Resources
Re: Director of Residence Life and Community Standards Position Description Update
Date: September 17, 2021

Summary

The Director of Residence Life and Community Standards provides leadership for the comprehensive residence life program and the student conduct process. The Director is expected to create a campus environment that promotes learning, safety, accountability and supports the Jesuit mission for higher education. The Director will provide direct oversight to the residence life professional staff and indirect supervision to the paraprofessional staff. This position is a 12-month position.

Essential Duties and Responsibilities

Administrative

- Keeps the Vice President of Student Affairs informed of daily activities, problems, emergencies, and occurrences that affect undergraduate students.
- Prepares reports as requested by the Vice President of Student Affairs including, but not limited to weekly, monthly, semester, or yearly qualitative and quantitative reports.
- Conducts assessments and makes recommendations for the improvement of the student conduct.
- Attends and participates in Student Affairs Division and university-wide meetings, retreats and committees.
- Serves as professional on-call staff for campus emergencies.
- Maintains confidentiality in dealing with students, parents, Spring Hill College faculty/staff and the community.
- Maintains the departmental budget.

Student Conduct

- Maintains and develops the student conduct software to achieve efficiencies in the communication and documentation process.
- Processes all mid to major student conduct situations through intake to resolution.
- Tracks and monitors the completion of sanctions for students who are in the student conduct process.
- Conducts training with appropriate faculty and staff on procedures and policies related to student conduct.
- Communicates with parents as appropriate for drug and alcohol-related offenses.
- Advises the Vice President of Student Affairs on process, policies, and procedures.
- Selects, trains, and utilizes a faculty and staff judicial board for major violations of university policy.
- Serve as an appeal officer for student conduct decisions initially administered by Area Coordinators.
- Maintain appropriate Title IX certifications and works closely with the Spring Hill College Title IX Coordinator throughout the investigation and conduct process.
- Assists in facilitating involuntary withdrawals in coordination with other offices.

Residence Life

- Facilitates regular meetings with the Residence Life staff to identify issues, ensure consistency, and create a healthy culture in residential life.
- Enforces university housing policies and requirements.

- Serve as the liaison to plant operations for residence life maintenance and housekeeping needs.
- Collaborates with other university departments to assist in enhancing the residential experience at SHC.
- Monitors occupancy levels to ensure housing revenue is maximized throughout the entire academic year.
- Coordinates the new student move-in crew and residential student check-in process.
- Hires federal work-study employees with the assistance of the Coordinator of Student Affairs.
- Supervise the campus mail room.

Professional Development

- Develops professionally and remains current with Student Affairs issues and trends that affect university students, particularly as they relate to residence life and student conduct.
- Joins, attends, and participates in local, state, and national Student Affairs conferences, with a particular emphasis on student conduct.
- Conducts research and administers surveys of other student conduct professionals.
- Develops and maintains a network with other residence life and student conduct professionals.

Marginal Job Functions

- Answers communication and responds to student and parent needs and concerns as appropriate.
- Represents Residence Life and Community Standards at campus-wide events, including orientation and admissions efforts.
- Serves as a member of the Student Outreach Network team.
- Performs other duties as assigned by the Vice President of Student Affairs.

Supervisory Responsibilities

- Direct supervision of the Assistant Director of Residence Life and indirect supervision of the Area Coordinators. Assists in the supervision of the Coordinator of Student Affairs as it relates to housing selection and office management.

Required Knowledge, Skills, and Abilities

- Viable candidates should be prepared to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
- Ability to relate to, motivate, and lead college students in an educational/developmental context.
- Ability to train and motivate staff and students with regard to leadership, diversity education, organizational skills, effective communication, conflict resolution, crisis management, and more.
- Ability to interpret and articulate College disciplinary policies, including effectively confronting violations, hearing student conduct cases, and facilitating restoration of the affected community.
- Ability to solve problems related to work tasks, and to seek appropriate assistance as necessary.
- Ability to provide excellent customer service in a variety of contexts and with diverse stakeholders. This ability must demonstrate a commitment to diversity/social justice and skills in relating to a variety of constituents including students, faculty, staff, and parents.
- Ability to inspect all areas of the residence halls for maintenance needs and safety conditions.
- Excellent computer skills, such as word processing, spreadsheets, data bases, and desktop publishing. Ability to learn and be proficient with recordkeeping in Jenzabar, Adirondack, and other software programs used by Spring Hill College.
- Understanding and commitment to achieving the University's mission and Student Affairs objectives through programs and services.

- Ability to receive and interact via the telephone and e-mail for inquiries from students, parents, and legal counsel.
- Possess public speaking ability to effectively communicate in a large group setting with administrators, faculty, staff, students, parents, and community members.
- Proactive demeanor and willingness to explore new options for the residence life program.
- Ability to fulfill job description requirements in a timely and effective manner.

Minimum Qualifications Standards

- Possess a Master's Degree in College Student Personnel Administration, Higher Education Administration, Counseling Psychology, Social Work, or a related field from an accredited higher education institution.
- Prefer two to four years of residence life experience, student conduct experience, or student leadership experience in the college/university setting.

Other Considerations

- Must be willing to submit to a background and DMV checks, including a criminal background history, and any applicable drug testing policies.
- Must be able to work a flexible schedule, frequently including evening and weekend obligations.
- This person is considered a responsible employee in accordance with College Title IX policies and will serve in as part of the on-call crisis response team as well as conduct officer.

Remuneration

- Salary commensurate with skills and experience.
- Excellent college benefits package, including tuition reduction/remission. Please direct questions regarding benefits package to Director of Human Resources.
- Unlimited meal plan when dining operations are open.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.