

Position: Director of Residence Life, Spring Hill College
(Residence Life)

Summary: The Director of Residence Life provides leadership for the comprehensive residence life program and also supports the student conduct process. The Director is expected to develop a campus living community that promotes engagement, learning, respect for diversity, safety, accountability and supports the Jesuit mission for higher education. The Director will provide direct oversight to the residence life professional staff and supervision to the paraprofessional staff. This position is a 12-month position.

Description of Duties/Responsibilities:

Essential Duties and Responsibilities

Administrative

1. Keeps the Executive Director for Campus Life informed of daily activities, problems, emergencies, and occurrences that affect undergraduate students in the residential community.
2. Prepares reports as requested by the Executive Director for Campus Life including, but not limited to weekly, monthly, semester, or yearly qualitative and quantitative reports.
3. Attends and participates in departmental, division, and university-wide meetings, retreats and committees.
4. Serves as professional on-call staff for campus emergencies.
5. Supports Title IX process as needed.
6. Maintains confidentiality in dealing with students, parents, Spring Hill College faculty/staff and the community.
7. Maintains the departmental budget.
8. Supports the student conduct process.

Residence Life

1. Manages the daily operations of the Office of Residence Life
2. Responds to all housing inquiries and concerns from students, staff and families
3. Facilitates regular meetings with the Residence Life staff to identify issues, ensure consistency, and create a healthy culture in residential life.
4. Develop and utilize hall opening/closing procedures.
5. Maintain occupancy/roster and maintain key control/inventory
6. Enforces college housing policies and requirements.
7. Serve as the liaison to the Facilities Department for residence life maintenance and housekeeping needs.
8. Collaborates with other college departments to assist in enhancing the residential experience at SHC.
9. Monitors occupancy levels to ensure housing revenue is maximized throughout the entire academic year.
10. Coordinates the new student move-in crew and residential student check-in process.
11. Supervises student workers and Residential Assistants (RA)
12. Work with RA, Public Safety, Counseling staff, and Residential Life Team to respond to crisis situations in accordance with departmental and institutional emergency procedures; on-call responsibility for all area residence halls and apartments on a scheduled basis.

Student Conduct

1. Assists in the interpretation and administration of the student conduct process.
2. Assists Student Conduct Officer with conduct investigation processes and educational initiatives as directed.
3. Serves as a student conduct case administrator for assigned cases and supports the adjudication and resolution process.
4. Supports maintaining and developing the student conduct software to achieve efficiencies in the communication and documentation process.
5. Serves on the Campus Care Team.
6. Assists with training with appropriate faculty and staff on procedures and policies related to student conduct.
7. Communicates with parents as appropriate for drug and alcohol-related offenses.
8. Advises leadership on process, policies, and procedures related to housing conduct.
9. Assists with training, and utilizes a faculty and staff judicial board for major violations of campus policy.
10. Serve as an appeal officer for student conduct decisions.
11. Adjudicates Title IX cases and works closely with the Spring Hill College Title IX Coordinator throughout the investigation and conduct process.
12. Assists in facilitating involuntary withdrawals in coordination with other offices.

Professional Development

1. Develops professionally and remains current with Student Affairs issues and trends that affect college students, particularly as they relate to residence life and student conduct.
2. Joins, attends, and participates in local, state, and national Student Affairs conferences, with a particular emphasis on residential services.
3. Develops and maintains a network with other residence life and student conduct professionals.

Marginal Job Functions

1. Represents Residence Life and Conduct Office at campus-wide events, including orientation and admissions efforts.
2. Performs other duties as assigned by the Executive Director for Campus Life and Conduct.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some combination of knowledge, skills and abilities.

1. Viable candidates should be prepared to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
2. Ability to relate to, motivate, and lead college students in an educational/developmental context.
3. Ability to train and motivate staff and students with regard to leadership, diversity education, organizational skills, effective communication, conflict resolution, crisis management, and more.
4. Ability to interpret and articulate College disciplinary policies, including effectively confronting violations, hearing student conduct cases, and facilitating restoration of the affected community.
5. Ability to solve problems related to work tasks, and to seek appropriate assistance as necessary.
6. 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.
7. Ability to inspect all areas of the residence halls for maintenance needs and safety conditions.

8. Excellent computer skills, such as word processing, spreadsheets, databases, and desktop publishing. Ability to learn and be proficient within one month(s) of employment with recordkeeping in Jenzabar, Adirondack, and other software programs used by Spring Hill College.
9. Understanding and commitment to achieving the University's mission and Student Affairs objectives through programs and services.
10. Ability to receive and interact via the telephone and email for inquiries from students, parents, and legal counsel.
11. Possess public speaking ability to effectively communicate in a large group setting with administrators, faculty, staff, students, parents, and community members.
12. Proactive demeanor and willingness to explore new options for the residence life program.
13. Ability to fulfill job description requirements in a timely, accurate, and effective manner.
14. Excellent written and verbal communication skills.

Minimum Qualifications Standards:

Education: 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.

Experience: Prefer two to four years of residence life experience, student conduct experience, student involvement, or student leadership experience in the college/university setting.

Licenses: A valid motor vehicle license and approval from the College's automobile insurance carrier is required.

Other Considerations:

- Must be willing to submit to 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 as part of the on-call crisis response team as well as support the conduct officer.

Remuneration:

- Salary commensurate with skills and experience.
- Excellent college benefits package, including tuition reduction/remission. Please direct questions regarding the benefits packages to the 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.