



Position: Director of Residence Life
Department: Office of Residence Life, Student Life and Campus Culture

Spring Hill College, located in Mobile, Alabama, was the first institution of higher learning in Alabama and the first Catholic College in the Southeast. Since 1830, Spring Hill College has been educating trailblazers, innovators and change-makers - through the transformative power of a Jesuit, Catholic education. Spring Hill's mission is forming leaders engaged in learning, faith, justice and service, for life. Spring Hill students experience an exceptional, well-rounded education, while forming their values and moral character, based on the Jesuit tradition of "cura personalis" - care for the whole person, mind, body and spirit.

Position Summary:

The Director of Residence Life provides strategic leadership and vision for a comprehensive, student-centered residential program that supports the mission and values of Spring Hill College and the Jesuit tradition of educating the whole person. The Director fosters an inclusive and engaging living environment that promotes learning, safety, accountability, and well-being. This position oversees all aspects of residence life operations, including staff supervision, community development, crisis response, housing administration and campus collaborations. This is a 12 month full-time position that reports to the Dean of Students.

Essential Functions

Administrative

- Keep the Dean of Students informed of key activities, issues, and emergencies affecting residential students.
- Prepare regular data and operational reports.
- Serve as professional on-call staff for campus emergencies.
- Develop, manage and monitor the departmental budget.
- Oversee vendor contracts and service agreements.
- Conduct departmental assessments and recommend improvements.

Residence Life

- Oversee the daily operations of the Office of Residence Life.
- Supervise the Assistant Director of Housing Operations, Resident Assistants, Administrative Support staff, and student workers.
- Facilitate regular staff meetings to ensure consistency, address issues, and promote a positive residential culture.
- Develop and enforce housing policies, procedures, hall opening/closing processes.
- Manage occupancy records, key control, and inventory.
- Ensure compliance with health, safety, and accessibility regulations.
- Coordinate emergency preparedness and crisis response in collaboration with campus partners.
- Oversee residence life programming to promote student engagement and personal development.
- Collaborate with other departments to enhance the residential experience.
- Serve as the liaison to facilities operations for maintenance and housekeeping needs.
- Monitor occupancy to optimize housing revenue.
- Develop and enforce housing policies and procedures.
- Coordinate move-in, check-in and orientation efforts.



- Maintain professional development and stay informed on Student Affairs trends and best practices.
- Represent Residence Life at institutional events and serve on committees as assigned.
- Respond to student and parent concerns promptly and effectively.
- Perform other duties as assigned by the Dean of Students.

Student Conduct

- Serve as a student conduct case administrator for housing-related and low-level conduct offenses.
- Assists Chief Conduct Officer with case management, investigations, hearings, and educational outcomes.
- Maintain current Title IX training and work closely with Title IX Coordinator as needed in conduct related matters..
- Assist in facilitating involuntary withdrawals and student safety processes in coordination with other offices.
- Ensure all conduct process and documentation adhere to insituional policies, federal gudielines, and best practices.

Required Knowledge, Skills, and Abilities

- Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education, thus enabling the employee to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
- Proven ability to support and contribute to a culture of inclusion, equity, and respect for diverse backgrounds, perspectives, and traditions in alignment with SHC mission.
- Strong leadership and interpersonal skills to motivate, mentor, and guide students in developmental and educational context.
- Proven capacity to train and supervise staff and students in areas such as leadership, diversity and inclusion, communication, organization, conflict resolution, and crisis management.
- Skill in interpeting and applying College policies, including addressing behavioral concerns, adjudicating conduct cases, and facilitating community restoration.
- Effective problem-solving and decision-making skills, with sound judgment in seeking assistance when appropriate.
- Demonstrated commitment to excellent customer service and principles of diversity, equity, inclusion, and social justice with the ability to build positive relationships across students, faculty, staff and parents.
- Knowledge of residential facility operations, including inspection of halls for maintenance and safety issues.
- Proficiency in cloud based productivity and collaboration programs including Google Workspace, Microsoft 365; ability to learn institutional systems including Jenzabar, Adirondack, and Maxient.
- Understanding of and dedication to advancing the College's mission and student life objectives through high quality programs and services.
- Strong verbal and written communication skills including public speaking and professional correspondence with students, parents, and other stakeholders.
- Proactive and innovative approach to enhancing residence life programs and services.
- Strong organizational skills with the ability to manage multiple priorities and meet deadlines effectively.

Qualification Standards:

Minimum Qualifications:

- Bachelor's degree from an accredited instituion



- 7-10 years progressive experience in education, hospitality, business management, or related profession.
- Supervisory experience.

Preferred Qualifications:

- Master's Degree in College Student Personnel or Higher Education Administration, Hospitality, Business, or a related field from an accredited institution.
- 5-7 years experience in higher education, business administration or related discipline.
- Experience with facilities or housing management systems.
- Leadership administration experience in higher education.

Other Considerations:

- Must be willing to submit to background checks, including a criminal background history, and any applicable drug testing policies.
- Must be able to work a flexible schedule, including evening and weekend obligations.
- Live-on opportunity available.

To apply, send cover letter & resume to: reslife@shc.edu

Spring Hill College is an Equal Opportunity Employer that values inclusion, respect, and the inherent dignity of every person, consistent with our Catholic, Jesuit mission.

The College reserves the right to modify, reassign, or eliminate job duties and responsibilities, or to combine positions, or portions thereof, at any time, with or without notice.

This job description is not an employment agreement or contract.
