

WARTBURG COLLEGE

POSITION DESCRIPTION

Title of Position – Director of Residential Life and Chief Student Conduct Officer

Preparation Date: June 15, 2015

Function of Position:

This is a twelve month, full-time, benefits eligible position responsible to the Vice President for Student Life/Dean of Students for directing the residential life, supervising assigned staff and leading student conduct.

Principal Duties and Responsibilities:

- 1) Implement and oversee the administrative functions associated with on-campus housing, including the management of applications for off-campus living. (25%)
- 2) Recruit, supervise, train, and evaluate the Assistant Director of Residence Life, Residence Hall Directors, Office Coordinator, and student staff. (15%)
- 3) Provide day-to-day direction and leadership for the student conduct system. Direct intake, sanctioning, and referrals; maintain records; monitor resolution of cases; promote moral and ethical development, collaborate with Title IX Coordinator on processes and individual cases, ensure the security and safety of students, and facilitate necessary trainings. (20%)
- 4) Plan, develop, articulate, and assess residential life goals to meet student learning outcomes and institutional needs. (10%)
- 5) Advise and counsel students and make appropriate referrals with difficult on-campus living situations or adjustments to college life. (5%)
- 6) Communicate, plan, and coordinate efforts and information with student life staff to meet division goals. Communicate and collaborate effectively with other departments/divisions as needed, ie. Athletics, Admissions, Academic Affairs, Dining, Spiritual Life and Campus Ministry. (5%)
- 7) Ensure the Student Handbook is annually reviewed and updated. (5%)
- 8) Initiate, deliver, and participate in departmental, institutional, and personal professional development activities. (2%)
- 9) Respond to requests for information from other College offices and student groups; communicate with parents, faculty, and staff regarding policies and procedures/conduct issues. (5%)
- 10) Participate on various campus committees dealing with institutional needs, ie. Orientation and retention efforts. (5%)
- 11) Manage relevant budgets. (3%)
- 12) Perform other related duties as assigned.

Supervision:

Employee is responsible for determining own work assignments referring to policies and general objectives for guidance. Employee independently devises new methods to meet conditions and confers with supervisor regarding unusual matters.

Minimum Qualifications:

Requires a Bachelor's degree and the current pursuit or completion of a Master's degree in a related field. Three years of student housing experience, and a commitment to the Wartburg College mission.

Application Procedure:

Send a letter of interest including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: HR@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until the position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from underrepresented groups.