

**WARTBURG COLLEGE
POSITION DESCRIPTION**

Title of Position – Assistant Director of Residential Life and Student Programming Coordinator

Date Prepared – May 2016

Function of Position: This is a full time, 12 month, live-in position, responsible to the Director of Residential Life for administering and managing student/community development, program/activity assignments, student life/institutional support, residence hall leadership, and supervising staff. This position will work under the Director of Campus Programming through collaborative efforts, meeting institution need around campus programming and student engagement.

Principal Duties and Responsibilities:

1. Create, administer, and deliver programs, activities, and services to meet needs upper classmen students living in the Manors and Knights Village. (15%)
2. Oversee building facilities to include maintaining office hours, opening/closing buildings, etc. Organize and track paperwork associated with managing the hall such as maintenance requests, room changes, key distribution, etc. (15%)
3. Design, facilitate, and evaluate the residence hall programming model and provide leadership and support to help ensure a diverse range of student and campus activities. (15%)
4. Advise the Entertainment ToKnight (ETK) programming group. (10%)
5. Oversee entire residence hall system on alternating weeks throughout academic year, when the college is closed for breaks, and for the entire summer session. (5%)
6. Work with Student Senate on recognition of new groups, coordinate the registration process, and maintain and publish information on registered student groups. (5%)
7. Coordinate Resident Assistant selection, evaluation process, professional development opportunities, and appreciation events. (5%)
8. Summer Housing: In collaboration with Maintenance and Conventions manage summer housing sessions during the summer months. Select, train, and advise the summer RA and the summer student Office Assistant. (5%)
9. Assist with Summer Orientation and Registration along with first year housing assignments and the returning housing lottery process. (5%)
10. Early Arrivals: In collaboration with Dining Services and athletic groups manage early arrivals back to campus prior to the start of fall term. (4%)
11. Break Housing: Manage break housing for students during breaks where the college closes. Work in collaboration with International Student Services to provide programming opportunities for students staying on campus. (4%)
12. Assist Knights Village RA with Senior Year Experience programming and help Career Services coordinate Grad Finale. (3%)
13. Attend student life and committee meetings. Meet on alternating weeks with Director of Residence Life and the Director of Campus Programming. (3%)
14. Serves as a resource to student groups and advisors. (3%)
15. Participate in student life professional development program. (1%)
16. Collaborate with other student life staff on various student issues. (1%)
17. Establish positive working relationships with building maintenance staff, faculty, and College support staff. (1%)
18. Perform other related duties as assigned.

Supervision:

Employee proceeds independently, working toward established objectives, requiring the use of a wide range of procedures. Employee prioritizes own work and refers unusual cases to supervisor.

Minimum Qualifications:

Requires Master's degree or individual working towards a Master's degree in Student Affairs or related field. Requires clear communication skills and desire to work with college-age students. Candidate must have an interest in residential programs and the development of community and its students. A positive and helpful attitude is required along with a willingness to work in a flexible environment, as a member of a hard-working team. Prefer experience working with diverse populations and in small college residence halls.

Application Procedure:

Send 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 position is filled.