

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – Assistant Director of Residential Life

Function of Position: Assistant Director of Residential Life is a full-time, twelve-month position, responsible to the Director of Residential Life to assist in initiating, implementing, maintaining, and assessing a total residential life program; and providing support to the hall directors in implementing goals for individual development and establishment of a residential life community. This live-on position includes excellent benefits.

Duties and Responsibilities:

- 1) Oversee administrative responsibilities of Manors and Knights Village. Maintain hall disciplinary records. Organize and track paperwork associated with managing the hall such as maintenance requests, room changes and key distribution. Oversee Manors and Knights Village Resident Assistants and Hall Council. (20%)
- 2) Participate in the Residential Life professional staff "on-call" rotation throughout the academic year. Be designated "on-call" professional for long breaks and the summer while Residence Hall Directors are off contract. (15%)
- 3) Advise and counsel students in areas of academic success, personal issues, and college life. Collaborate with faculty regarding students. Refer students to appropriate college resources and services. (10%)
- 4) Design, facilitate and assess recruitment, training, and workshops for Resident Assistants. (10%)
- 5) Assist the Chief Student Conduct Officer in the management of student conduct. (10%)
- 6) Articulate and assess residential life goals to meet student learning outcomes and institutional needs. (5%)
- 7) Collaborate with other Student Life Staff on various student issues and policies. Assist with new student orientation, break housing, early arrivals, and housing assignments. (10%)
- 8) Collaborate and establish positive working relationships with the maintenance department. Work with the Cleaning Supervisor to create maintenance materials and facilitate monthly health and safety inspections. (5%)
- 9) Collaborate with the Center for Community Engagement to oversee the service-learning projects in The Residence, including selection of projects, contacting and maintaining community partners. (5%)
- 10) Collaborate with Career Services and help assist Knights Village RA in implementation of Senior Year Experience programming. (5%)
- 11) Participate in departmental committees and professional development for the Student Life Team. (3%)
- 12) Assist with recruitment, training and evaluations of Professional Staff members. (2%)
- 13) 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.

Qualifications: Requires current pursuit or completion of a Master's degree and a minimum two years of related experience. Residence hall experience and the desire to work in a liberal arts college setting is preferred.

Application Procedure: Send a letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, resume, and contact information for three references electronically to: hr@wartburg.edu. Screening begins immediately and continues until 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 women and members of ethnic and minority groups.