

WARTBURG COLLEGE POSITION DESCRIPTION

Title of Position – Director of Residential Life

Preparation Date: January 2023

Function of Position:

This is a twelve month, full-time, benefits eligible position responsible to the Associate Dean of Students for directing the residential life operations, residential learning, and professional staff.

Principal Duties and Responsibilities:

1. Implement and oversee the administrative functions associated with on-campus housing.
2. Recruit, supervise, train, and evaluate professional and student residential life staff.
3. Plan, develop, articulate, and assess residential life goals to meet the student learning outcomes and institutional need.
4. Seeks a presence on the campus (availability, visibility and approachability) that invites familiarity and interactions with students, faculty and staff, leading to personal transactions (i.e., problem solving, advising, role modeling, etc.).
5. Communicate, plan, and coordinate efforts and information with student life staff to meet division goals. Communicate and collaborate effectively with other department/divisions as needed, ie. Athletics, Admissions, Academic Affairs, Dining, Spiritual Life, and Campus Ministry.
6. Provide day-to-day direction and leadership for the student conduct system. Direct intake, sanctioning, and referrals; maintain records; monitor resolutions of cases; promote moral and ethical development, ensure security and safety of students, and facilitate necessary trainings.
7. Initiate and deliver departmental professional development.
8. Develop, maintain, and serve as needed on the Residential Life's on-call rotation schedule.
9. Establish positive working relationships with building maintenance and cleaning staff.
10. Ensure the residential life policies are annually reviewed and updated.
11. Respond to requests for information from other College offices and student groups; communicate with parents, faculty and staff regarding policies and procedures/conduct issues.
12. Participant in various campus committees dealing with institution needs.
13. Manage relevant budgets.
14. Perform other 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. Minimum of three years of progressive responsibility with student housing experience; high level of comfort with frequent student contact and being available outside of traditional office hours; demonstrated ability to communicate effectively, supervise professional staff, balance and prioritize multiple tasks; knowledge of current development/trends, including best practices, in residential life and housing; a commitment to the Wartburg College mission.

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.

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 members of underrepresented ethnic and minority groups.