JOB DESCRIPTION

TITLE: Director of Residence Life

RESPONSIBLE TO: Director of Student Affairs

GENERAL DESCRIPTION: The Director of Residence Life is responsible for overseeing the residential and community life on campus at Christendom College. The Director plays an integral role in the formation of students and sets the tone for much of the student experience outside the classroom. With the Dean of Students, the Director provides leadership and direction in the formation of the general student body. The Director supervises training and development of the live-on Residence Directors and the Resident Assistants (RA).

CHIEF DUTIES AND RESPONSIBILITIES:

1. Sets the tone for the implementation of a residential environment that is positive and engaging and challenges students’ growth.
2. Oversees the community, programming, and initiatives within the residence halls.
3. Provides direction, oversight, and professional development for the live-in Residence Directors.
4. Provides supervision and training for the RAs throughout the year, leads RA staff meetings, and conducts bi-monthly mentor meetings with the RAs.
5. Maintains a safe, secure, healthy, and positive living environment that enhances student development and learning.
6. Works alongside the Dean of Students in implementing the Student Code of Conduct.
7. Coordinates and facilitates the following events/initiatives: Welcome Weekend Committee (Orientation), Parents Weekend, Men’s & Women’s Convocations, Housing Selection, RA Selection, pre-campus communication with incoming students.
8. Provides fiscal management for Residence Life budget.
9. Supervises Student Life Office assistants and provides ongoing training and development opportunities.
10. Ensures compliance with relevant policies, procedures, professional standards, laws and national trends as applicable.
11. Evaluates and assesses College housing occupancy, retention, and projection trends.
12. Meets with students who are struggling with issues related to retention concerns, mental health or transition challenges. Be available to students to address their concerns and problems.
13. Makes counseling referrals when such referrals are deemed necessary.
14. Is responsible for crisis response, risk management and serves in the “on call” rotation with other staff.
15. Participates and contributes in broader Student Life programs, events, and initiatives.
16. Develops learning outcomes, conduct assessment, Annual Work Plan goals and prepares and carries out Institutional Effectiveness plans and reports for programs and initiatives in Residence Life.
17. Assists the Director of Student Affairs in areas related to the administration of the Office of Student Life.

QUALIFICATIONS AND SKILLS NECESSARY:

1. Must hold a college degree at the B.A. level.
2. At least two years of progressive experience in Residence Life and/or Student Affairs.
3. Experience in, and a strong understanding of, Residence Life practices in a small school setting.
4. Comfortable presenting to groups.
5. Strong understanding of and ability to weave a formational approach into various types of initiatives and an ability to foster a balanced Catholic culture.
6. Ability to establish and maintain effective working relationships with faculty, staff, students, and external constituents.
7. Knowledge of mental health conditions and ability to engage in emergency situations.
8. Strong communication skills and ability to motivate students.
9. Ability to work a flexible schedule that includes evening, weekend and “on call” assignments
10. Full adherence and support for the Magisterium of the Catholic Church specifically matters related to faith, morals, and human sexuality.
11. Must understand the stated mission of the College and understand how the promotion and sustaining of a Christian community at the College is an essential component of this mission.