



June 17, 2008

Position Announcement

Area Director of Housing and Residence Life

Interested applicants should submit a cover letter, resume and contact information including e-mail addresses for 3 references to: Michele Gunkelman, Saint Joseph's College, P O Box 889, Rensselaer, IN 47878. *Review of applications will begin immediately and continue until the position is filled.*

Department: Student Development, Reports to Assistant Dean for Campus Life

Start Date: *Position is full-time, will work 11 months*

Benefits: As stated in the Saint Joseph's College Handbook of Employment Policies and Practices for Hourly and Administrative Employees

Responsibilities: Assist with the design, implementation, supervision and evaluation of Housing, Residence Life and Student Activities programs that reflect the core values of the institution. Special emphasis is placed on community development, RA supervision, program development, implementation and assessment. Will select, train, evaluate and supervise Resident Assistant staff, conduct regularly scheduled staff meetings, manage correspondence, and maintain records and communications relative to RAs supervised. Will also assist RAs with design, implementation, and evaluation of residence hall programs and community development. Will conduct "tours" of assigned residence halls to assess and document damages, input residence hall damages into Empower, post residence hall damage charges and respond to student and parent inquires about damage assessments for assigned area. Will also design, implement and evaluate pre-employment and on-going training for RA staff, coordinate procedures for RA recruitment and selection, and oversee procedures for assigning and monitoring RA duty. Will share on-call duty with the other Campus Life professional staff, respond to on campus emergencies, and enforces College policies. Represents the Office of Campus Life at campus events and functions, including, but not limited to Admissions Discover Days and Presidential Scholarship Competitions. Assists with the opening and closing of residence halls. Works to foster positive working relationships with other operational units of the department such as maintenance, dining services and administration. Performs other duties as assigned including monthly update of programs completed, and assist with the design and implementation of housing selection process. Develops goals, objectives and action plans for responsibilities in support of the departmental, divisional and college missions. This is a "live-in" position and the individual must be willing and able to respond to the demands of living on campus and interacting with college students. Will be away from campus no more than 1 weekend per month. Duties and responsibilities are subject to change to meet the needs of the campus and the organizational structure. Supervision is received from the Assistant Dean for Campus Life. The Area Director exercises direct supervision of approximately one-half of the resident assistants.

Qualifications: Bachelor's degree is required, Master's degree is preferred. Coursework/experience in some combination of the following: counseling, supervising, mediation, advising, educational programming, student activities, or academic advising. One to two years related experience preferred. Excellent written and oral communication skills, demonstrated organizational skills, and initiative and independent judgment are required. Ability to plan and schedule own work and general computer competence is needed. Must have the ability to maintain confidentiality and demonstrated leadership and programming ability. Must be able to perform well under stress, maintain consistency, and defuse conflict situations.

An Equal Opportunity Employer