PURPOSE
Directs the operation of seven Residence Halls, student leadership initiatives, and collaborates in the development and direction of Residential Life diversity, equity and inclusion initiatives.

RESPONSIBILITIES

Supervision
- Directly supervises three professional staff (two Area Directors for North Campus and the Leadership & Programming Specialist) specializing in community development and facilities operations management.
- Second-line supervision of seven professional staff (McCarty Resident Director, McCarty Associate Hall Director, Madrona Hall Resident Director, Willow Hall Resident Director, McMahon Hall Resident Director, McMahon Associate Hall Director, Haggett Hall Resident Director) specializing in community development and facilities operations management; and up to 100 student leaders.

Administrative Management Responsibilities
- Establishes goals and objectives, collaborating with Housing & Food Services units and University management to ensure delivery of services to residential students
- Participates in short and long-range planning of Residential Life; assists in the development of the priorities and strategies for Residential Life and areas of responsibility
- Responds to and manages crisis situations; participates in crisis management and on-call responsibilities
- Develops and implements program policies and procedures
- Serves on Departmental and University Committees as designated including Residential Transitions Group and the International Student Success Committee
- Develops, monitors and tracks budget expenditures in areas of responsibility
- Provides written reports and documents as requested
- Collaborates with HFS units to oversee facilities and maintenance protocols

Program Coordination and Student Development
- Directs the planning, implementation and assessment of residential diversity, equity and inclusion (DEI) initiatives
- Provides leadership to committees including the Joint Residential Inclusion Committee (full-time staff-facing), Residential Life Team facing DEI Committee, Student Leader facing DEI Committee, Resident facing DEI Committee, and supports the facilitation of any RLT affinity and learning group spaces.
- Participates in the Resident Director recruitment and selection processes
- Participates in the development and implementation of Student Leader recruitment and selection process
- Works closely and collaboratively with the Residential Life Management team in the development of in-service training programs

Professional Development
- Maintains an awareness of current issues and developments within the field of student affairs, including diversity, equity and inclusion
- Attends professional development workshops and training seminars held with HFS and the Division of Student Life
- Participates in local, regional and national professional organizations
- Performs other duties as assigned
IMPACT TO THE UNIVERSITY
Effective management minimizes risk of liability and contributes to the academic success of student residents. Collaboration with University departments on diversity and social justice issues enhances learning and awareness for the campus community.

POSITION COMPLEXITIES
HFS Residential Life houses nearly 9,200 students in residence halls and single-student and family apartments. This position oversees the operationalizing of student development and applied environmental theory within this complex and quickly evolving environment; requires collaboration across HFS and the University to achieve desired outcomes while accommodating diverse interests; and, manages health and safety issues and crises.

WORKING CONDITIONS
The position works a regular Monday through Friday schedule; however, it requires significant evening and weekend commitments throughout the year and remains on-call 24/7 for emergencies.

SUPERVISION RESPONSIBILITIES
Direct supervision of three professional staff and indirect supervision of seven professional staff and approximately 96 student staff.

REPORTS TO
Director of Residential Life

QUALIFICATIONS
• Master’s degree in Student Personnel or a related field
• Three years of full-time post-graduate residence hall related experience required
• Equivalent combinations of education and experience may substitute for requirements

DESIRED QUALIFICATIONS
Experience that demonstrates:
• Strong oral and written communications skills
• Pursuit of ongoing training and personal development
• Exposure to an academic environment
• Commitment to promoting diversity, inclusion and equity in a university residential setting
• Ability to develop ideas and implement them through teamwork and collaboration
• A proven track record of delivering results, building accountability for staff and creating a positive working environment characterized by teamwork and innovation

CONDITION OF EMPLOYMENT
A satisfactory outcome from reference check verification is required prior to hire.