

Mesa State College  
ANNOUNCEMENT OF POSITION VACANCY  
Assistant Director of Housing and Residence Life

RESPONSIBILITIES: Reports to the Director of Housing and Residence Life. Provides leadership to the Residence Life staff by:

- Supervising, evaluating, training, and, in consultation with the Director of Housing, hiring the Resident Assistants, full-time Resident Directors and other related student staff. Conducts weekly staff meetings, provides in-service training and quarterly evaluations, maintains daily communication with staff, and provides guidance on day-to-day issues.
- Facilitating an environment conducive to academic success and student development through effective co-curricular and academic support systems.
- Working with other Housing staff to promote Community Development which includes advising and training Residence Hall Association (RHA) and Residence Hall Councils (RHC), community development efforts, social and educational programming, and faculty involvement efforts.
- Developing, articulating, and implementing a student development programming model for the residence halls and apartments. Evaluating all programming created by the Residence Life Staff (RLS) and other entities in housing.
- Helping prepare and manage the RLS budget, RHA/RHC budgets, programming budget and assisting the Director of Housing prepare the overall departmental budget.
- Performing related duties as required.

EDUCATION & EXPERIENCE: Requires a Bachelor's degree in College Student Personnel, Counseling, Higher Education, or related field from an accredited four-year college or university with a minimum of four years experience in the responsibilities listed above. Computer literacy with a basic understanding of word processing, spreadsheet and database programs also required. Preference given to those with a Master's degree in fields noted and a minimum of 1-2 years of required experience. A demonstrated commitment to diversity is highly desirable.

TYPE OF APPOINTMENT: Full-time administrative appointment.

SALARY: Commensurate with education and experience.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications should be received by March 4, 2010.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements and responsibilities of this position given above, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), voluntary affirmative action form (available at <http://www.mesastate.edu/hr/documents/Form-Affirmativeaction.pdf>) and the names, phone numbers and e-mail addresses of three professional references to:

Assistant Director of Housing & Residence Life Search Committee  
Human Resources, LHH 237  
Mesa State College  
1100 North Avenue  
Grand Junction, Colorado 81501-3122  
Phone: 970 248-1820

*Mesa State College is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Mesa State College is an Affirmative Action/Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body.*