ANNOUNCEMENT OF POSITION VACANCY

Assistant Director of Residence Life - Staffing and Programs

SUMMARY: Reporting to the Director of Residence Life, the Assistant Director - Staffing and Programs provides leadership for several major functions of Residence Life. This position is responsible for the supervision of the Residence Life staff, which includes supervision of full time professional staff, the Residence Life Learning Plan, and professional and student training programs within Residence Life. This position serves as a member of the departmental senior management team responsible for departmental planning and goal setting. The person in this position must be able to work autonomously with appropriate direction from the immediate supervisor.

EDUCATION & EXPERIENCE: A Baccalaureate degree from an accredited institution and three to five years of experience in Residence Life, Student Affairs or a related field are required. A Master’s degree in Student Affairs, Higher Education or a related field is preferred. This position requires the application of excellent personnel and fiscal managerial skills, interpersonal skills, decision making and judgment in the functions of the housing operation. Computer literacy with proficient understanding of word processing, spreadsheet and database programs is required. A demonstrated commitment to diversity is highly preferred.

DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Supervise, evaluate, and train Residence Hall and Area Coordinators in consultation with the Director. Coordinate in-service training and quarterly evaluations, maintain daily communication with staff, and provide guidance on day-to-day issues.
- Facilitate an environment conducive to academic success and student development through effective application of the Residence Life Learning Plan. Collaborates with the Residence Life Team and the Academic Advising Office to provide retention efforts for all students. Responsible for data collection surrounding evaluation of programing and the Residence Life retention efforts.
- Work with other Residence Life staff to promote community development which includes advising and training Residence Hall Association and Residence Hall Councils, community development efforts, social and educational programming, and faculty involvement efforts.
- Participate in direction setting and new initiatives for department.
- Participate in and represent Residence Life with current and prospective students and their parents, campus organizations, faculty, and staff at CMU, orientations and specialty weekends.
- Assist in the development and communication of residence hall policies and community standards. Assist with the update process of community standards.
- Work with other campus programming groups to facilitate the development of campus wide, interdepartmental programs.
- Serve as on call person in rotation (approximately every third week) with the Director and other staff members to provide emergency coverage and respond to campus crises.
- Assist with the daily workings of the Residence Life Office. Collaborate with the office team to provide excellent services to all students, residents, families and University staff.
- Along with other Residence Life professionals, help prepare and manage the staff budget, RHA/RHC Budget, programming budget and assist the Director of Residence Life prepare the overall departmental budget.
- Prepare annual report and other periodic operational reports as required.
- Mentor and advise students and provide appropriate referral when necessary. Serve as a member of the Students of Concern Committee that meets weekly.
- Assist/mentor students and Residence Life staff through the University adjudication process as they reach higher levels. Be a source of support and knowledge around the process.
- Monitor overall student conduct and assist coordinators with management as necessary. Discussions should be based around CMU policy and consistency with support/resources for students. Prepare end of year conduct reports as required.
Develop changes, interpret, and implement policies and procedures.
Serve on college and community committees as needed or assigned.
Participate in professional development activities such as state, regional, and national housing and/or judicial associations.
Assist in all other aspects of Residence Life as needed.

SUPERVISING RESPONSIBILITIES: This position directly supervises the following positions:
Full-time Area Coordinators, Full-time Residence Hall Coordinators, secondary support to Resident Assistants, and other student employees.

TYPE OF APPOINTMENT: Twelve-month, full-time, administrative position. Irregular hours may occur with shared responsibility of on-call weeks.

SALARY: $46,000 to $48,000 per year, commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by April 15, 2016.

Apply by submitting a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position; a current resume; a copy of transcripts for all degrees completed (official transcripts will be required upon hire); names, phone numbers and e-mail addresses of three professional references, and the following completed forms:
- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Mail to:
Search Committee, Assistant Director Residence Life- Staffing and Programming
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

For information about Colorado Mesa University, please visit www.coloradomesa.edu.

For questions about this position, you may contact Jody Diers, Director of Residence Life, at jmdiers@coloradomesa.edu.

*Colorado Mesa University 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. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.*

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