

POSITION ANNOUNCEMENT
Assistant Director of Residential Life

Assistant Director of Residential Life is a full-time, twelve-month position, responsible to the Director of Residential Life to assist in initiating, implementing, maintaining, and evaluating a total residential life program; and providing support to the hall directors in implementing goals for individual development and establishment of a residential life community. This live-on position includes excellent benefits and is available in early August 2010.

Principal Duties and Responsibilities:

- 1) Responsible for the administration of the Manors and Knights Village including paperwork, key inventory, opening and closing halls, and maintenance requests. (25%)
- 2) Assist with recruitment, selection, training, and evaluating professional and student members of the Residence Life Staff. (15%)
- 3) Assist with new student orientation and housing assignments. (5%)
- 4) Design, facilitate and evaluate training sessions, workshops, and in-service programs for RA's/SA's, hall councils and judicial board (10%)
- 5) Create and promote educational programming throughout the residence halls; assess and interpret student interest and share with other educational and programming personnel (10%)
- 6) Participate in departmental committees for the Student Life team. (5%)
- 7) Promote collaboration among campus organizations and RHD's to implement campus-wide programs consistent with student interests and departmental mission. (5%)
- 8) Implement the Senior Year Experience, in cooperation with Alumni and Career Services offices (5%)
- 9) Select, train and advise the Student Conduct Board and promote the process as a part of community development and living within established boundaries. (5%)
- 10) Serve as advisor to the Judicial Board. (5%)
- 11) Maintain regular, scheduled office hours to meet the needs of students and the office of Residential Life. (5%)
- 12) Assist in the upkeep of the Wartburg Student Life web site and Residence Life marketing materials (3%)
- 13) Meet weekly with the Director of Residential Life. (2%)
- 14) Perform other related duties as assigned.

Qualifications:

Requires Bachelor's degree and two years of related experience. Prefer Master's degree, experience working with diverse populations and in residence halls, and the desire to work in a small college setting.

Application Procedure:

Send letter of interest, résumé, and contact information for three references to Jane Juchems, Director of Human Resources, Wartburg College, 100 Wartburg Blvd., Waverly, IA 50677 or electronically to HR@wartburg.edu. See <http://www.wartburg.edu> for further information about the college and the city of Waverly. We will accept applications until the position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.