

WARTBURG COLLEGE
POSITION DESCRIPTION
Residence Hall Director
February 2010

Responsible to the Director of Residential Life for administering and managing student/community development, program/activity assignments, student life/institutional support, residence hall leadership, and supervising staff. This is a ten-month, live-in position beginning mid-August 2010.

Principal Duties and Responsibilities:

- 1) Create, administer, and deliver programs, activities, and services to meet needs of students within various residence hall environments; develop, facilitate and support education and social programming; promote supportive student residence environment. (25%)
- 2) Recruit, select, train, and evaluate resident/senior assistant and work study students; meet regularly with staff on various issues and promote cohesiveness. (15%)
- 3) Oversee building facilities to include maintaining office hours and opening/closing of buildings; maintain hall disciplinary records; organize and track paperwork associated with managing the hall such as maintenance requests, room changes, key distribution, etc. (11%)
- 4) Advise and counsel students in areas of academic success, personal issues, and college life; collaborate with faculty and student advisors regarding students; refer students to appropriate college resources and services. (9%)
- 5) Assist with special projects such as alcohol education, student conduct board, first or senior year experiences, etc. (8%)
- 6) Advise student groups in residence hall. (7%)
- 7) Provide necessary support in residence hall; mediate resident disputes. (6%)
- 8) Oversee entire residence hall system on alternating weekends. (4%)
- 9) Attend student life and committee meetings; meet with Director of Residence Life as required. (4%)
- 10) Participate in student life professional development program. (3%)
- 11) Collaborate with other student life staff on various student issues. (3%)
- 12) Establish positive working relationships with building maintenance staff, faculty, and support staff. (3%)
- 13) Participate on campus-wide committees and programs. (2%)
- 14) Perform other related duties as assigned.

Minimum Qualifications:

Requires Bachelor's degree. Prefer experience working with diverse populations and in small college residence halls.

Application information:

Send letter of interest, résumé, and names and phone numbers for three current references electronically to: HR@wartburg.edu or by mail to Jane Juchems, Director of Human Resources, Wartburg College, 100 Wartburg Blvd., Waverly, IA 50677-0903. See website <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.*