

Notre Dame College
Assistant Director of Residence Life & Student Engagement

Position Title: Assistant Director of Residence Life & Student Engagement
Position Duration: 12 months
Hours of Work: 35 hours/week plus on-call; evening and weekend work required
Compensation: \$32,000, on-campus apartment, a meal plan when the College is in session, benefits

DUTIES AND RESPONSIBILITIES:

The Assistant Director of Residence Life & Student Engagement, along with other Residence Life staff, is responsible for five residence halls housing approximately 650 residents, 14 resident assistants and all responsibilities associated with that including, but not limited to:

1. Utilize the Notre Dame College Mission to create and maintain an atmosphere conducive to achieving academic excellence for students.
2. Supervise, provide leadership to, and develop paraprofessional staff using departmental based outcomes.
3. Coordinate and promote activities and events with campus partners to enhance the co-curricular experience.
4. Communicate with residents regarding Residence Life policies, programs, etc.
5. Coordinate the following processes: staff recruitment, selection, training, recognition, and evaluation; room changes; room condition reports and damage billing; managing of housing records/files; keys.
6. Work with departmental outcomes to contribute to department and College wide assessment
7. Maintain frequent communication with the Director of Residence Life, the Dean of Students Office, and other College staff including, but not limited to, those in the Counseling Center, Maintenance Department, Housekeeping, Student Engagement, and Student Success.
8. Participate in an on-call (emergency/crisis) rotation.
9. Perform other duties as assigned.

The Assistant Director of Residence Life & Student Engagement will also spend approximately 10 hours per week assisting in the administration of the Student Engagement office by:

1. Planning, implementing and evaluating programming (including nights and weekends but can coincide with on-call)
2. Assisting in the planning and implementation of campus wide events such as Welcome Week, Homecoming, Finals, etc.
3. Managing all social media accounts.
4. Co-advising the Falcon Activities board including selecting, training and evaluating executive board members; attending weekly meetings; and assisting in programming as needed.
5. Assisting in the Student Organization allocations process.
6. Perform other duties as assigned.

QUALIFICATIONS:

A successful candidate will have earned a Master's Degree in College Student Personnel, Higher Education Administration, Counseling, or related area; have 3+ years of progressive responsibility in Residence Life, Housing, or related area; have program planning experience; have served on-call for crisis management; and have supervision experience.

Outstanding organizational, leadership, management, supervisory, crisis response, programming, interpersonal communication, oral communication, written communication, advising, and problem-solving skills; high degree of energy; sensitivity to the academic and personal needs of college students; understanding of a liberal arts education; and enthusiasm for teaching and learning that goes beyond the classroom.

Please submit cover letter and resume to careers@ndc.edu to be considered for this opportunity.