

**Assistant Director of Residence Life posting**

**MISSION:**

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional and global responsibility.

**Position Title:** Assistant Director of Residence Life

**Department:** Residence Life

**Position Duration:** 12 months

**Hours of Work:** 35 hours/week plus on-call; evening and weekend work required

**FUNCTION:**

The Assistant Director of Residence Life, along with other Residence Life staff, is responsible supporting for five residence halls housing approximately 650 residents. This position is also responsible for supporting a comprehensive student development program consistent with the mission and goals of the College and Department of Student Affairs

This individual must appreciate and support the liberal arts philosophy and education.

**QUALIFICATIONS:**

A successful candidate will have earned a Master’s Degree in College Student Personnel, Higher Education Administration, Counseling, or related area; have 2+ 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.

**PHYSICAL ENVIRONMENT:**

Office duties conducted within a professional office setting with the need to access campus buildings with stairs and complete campus errands. Regular computer keyboard use. Some light to medium lifting (15-20 lbs.) may be required.