**Notre Dame College**

**Director of Residence Life**

**Position Posting**

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

**Position Title:** Director of Residence Life

**Department:** Student Affairs

**Position Duration:** 12 months

**Status:** 8:30 a.m. – 4:30 p.m.; evening and weekend work required

**Compensation:** In addition to an annual salary, a Housing Benefit is also provided

**FUNCTION:**

The Director of Residence Life is responsible for the operation, administration, and supervision of a comprehensive residential program housing approximately 650 students in five residence halls. The position is also responsible for administering a comprehensive student development program consistent with the philosophies and goals of the college. This individual will administer a comprehensive co-curricular program which encourages personal development and is concerned with the total education of the students. The individual must appreciate and support the liberal arts philosophy and education

**QUALIFICATIONS:**

A successful candidate will have earned a Master’s Degree in Student Personnel, Higher Education, Counseling, or related area; have three to five years of progressive responsibility in Residence Life, Housing, or related area; have served on-call for crisis management; and have supervision experience.

Outstanding organizational, leadership, management, leadership, supervisory, crisis management, programming, interpersonal, oral and written communication, advising, and problem-solving skills; high degree of energy; sensitivity to the academic and personal needs of college students; understanding of liberal arts education; 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 (10-40 lbs.) may be required.