



DOANE UNIVERSITY

Director of Residential Life and Education

The Director of Residential Life and Education is a key staff member within the Student Experience team. The Director of Residential Life and Education is responsible for leadership and management of operations, residential education curriculum, and promotion of a comprehensive residential living program with a strategic vision that focuses on student development and actively contributes to a culture of inclusion, belonging, and engagement among all students. The Director is responsible for establishing and maintaining positive relationships and lines of communication with faculty, staff, and students to ensure high quality and engaging opportunities that facilitate student success.

Departmental Responsibilities:

- Assumes primary responsibility in developing, executing, and managing housing operations and residential education for a 700+ bed program during the academic year.
- Develops and inspires an engaging, exciting culture of community and campus engagement throughout the residential environment utilizing measurable outcomes.
- Facilitates a safe residential climate conducive to optimum academic achievement, individual development, retention, and successful group living.
- Hires, coordinates, trains, supervise and evaluates all Residential Life staff under their supervision
- Responsible for maintaining and executing strategic plans for the the department that coincide with the division wide strategic plan
- Administer and project departmental budgets

Divisional and University Responsibilities:

- Construct and assess measurable student learning outcomes for all programs and services
- Serve on the Student Experience Leadership Team
- Supports Judicial Affairs and serves as a conduct officer as needed
- Serve as the lead Administrator on Duty in rotation with other Student Experience colleagues
- Other duties as assigned by the Dean of Students

Level of Decision Making:

- Makes sound decisions within each area under their direct supervision.
- Communicates decisions to Dean of Students to ensure awareness of the overall direction of responsible areas
- Authority to coordinate budget requests within all areas under their direct supervision within the boundaries of the established fiscal limits
- Responsible for the hiring, evaluating and resolving employment issues related to those whom he/she/they oversee

Qualifications/Education/Skills/Abilities Required for Position:

- Master's degree in college student personnel, higher education administration, education, or a related field
- Minimum of four years of related professional experience in residence life or residential community building.
- Demonstrated experience in student development, housing administration, residential education, leadership development and restorative conduct processes.
- Proven success in community and leadership development. Management of multiple student development related projects and responsibilities.
- Ability to work collaboratively with diverse groups of people.
- A demonstrated commitment to the principles of diversity, equity and inclusion
- Competent in fulfilling administrative duties and managing systems.
- Background in working with small teams to accomplish tasks and meet stated goals and objectives.
- A propensity for innovation and creative problem solving.
- An understanding and appreciation for the liberal arts and residential universities.
- Experience supervising professional and paraprofessional staff.
- Demonstrated commitment to student growth and development.
- Specific work with developing and implementing a residential curriculum program a plus
- Strong administrative, communication interpersonal, and intercultural skills
- Knowledge of student development theory and best practices in student affairs

Preferred Qualifications:

- Knowledge of Residential Curriculum models, ACUHO-I Standards, CAS Standards, NASPA Learning Reconsidered
- Five to seven years' experience in higher education.
- Experience working in a residential college or university.
- Current membership and/or active involvement in related professional organizations.

Licenses and Certifications:

- Valid driver's license

Physical/Environmental Requirements:

Light work. Exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

Other Physical Demands:

- Late evenings and early mornings due to on call rotation
- Primarily exposed to Indoor elements