

Position Vacancy Announcement

RESIDENCE HALL DIRECTOR

Office of Residence Life Division of Student Affairs

Position Summary

The Residence Hall Director is responsible for the daily operations of a residence hall housing between 250 to 1,200 students which includes creating a diverse, academically successful, safe and healthy residential community while providing intentional programming to assist with the psychosocial development needs of the resident students, and infusing the learning outcomes of the University and Division of Student Affairs. In addition, appropriately administer the operations of the residence hall, facilitate the educational discipline process, and supervise respective part-time, graduate, and undergraduate staff.

Essential Duties, Tasks and Responsibilities

Education and Academic Success

- Assists with student retention, transition, and academic success.
- Create academically focused residential environment that supports student success
- Teaches UNIV 100, RA Course, and/or similar.
- Provides a designated level of academic advising support to students in concert with respective advising offices.
- Provides a basic designated level of career development and exploration in concert with Career Services.
- Serves as a student discipline hearing officer with emphasis placed on educational discipline. When appropriate, refer serious violations to the Office of the Dean of Students
- Integrates diversity education throughout community development programming initiatives.
- Educates students on the Office of Residence Life and University policies, procedures, and regulations.
- Works closely with Senior Coordinators for Academic Programs, Diversity, Leadership and Community Service, Discipline, Training and Staff Selection as appropriate.

Supervision and Recruitment of Staff

- Supervises and evaluates staff that may include: graduate assistant(s), resident advisors, hall secretary(ies).
- Recruits, trains, supervises, and evaluates 8-20 resident advisors, graduate assistant(s), and hall secretary(ies), desk workers, as applicable.

Creates a Safe and Healthy Living Environment

- Serves as a liaison with Facilities Services to ensure safety, maintenance and appearance of the residence hall.
- Responds to emergencies, crisis situations, and student issues.
- Participates in a rotating duty schedule year round handles situations as appropriate.

Administrative

- Assists with BGSU and Residence Life student recruitment efforts.
- Assists with room assignment and room change processes.
- Performs administrative tasks and procedures in support of residence hall and departmental functioning.
- Serves as guest/conference services point person for hall during summer conference season.
- Administers residence hall budget to include purchasing, categorizing and reconciling/entering/reporting financial statement.

- Serves on Division-wide committees in consultation with and approved by supervisor.
- Fulfills other duties as assigned.

This list of essential duties and responsibilities is not all-inclusive. The individual will perform other essential duties as assigned.

Knowledge, Skills and Abilities

- excellent interpersonal communication skills
- organizational skills
- computer/technology skills
- supervision and administrative experience
- demonstrated desire to live and work in a residential setting
- demonstrated desire to work with diverse individuals and groups
- crisis intervention and conflict management abilities

Minimum Qualifications

A Master’s degree in College Student Personnel or related field required. Also required one to two years as a Graduate Assistant, full-time Director or closely related experience, as well as undergraduate residence hall experience. To be successful in this position, the Residence Hall Director must have excellent interpersonal communication, organization, administration skills, and supervision experience. In addition, the Residence Hall Director must have a demonstrated desire to live and work in a developmental community setting with diverse individuals and groups. Preference is given to candidates with prior live-in residence life experience. Ideal candidates will also possess crisis intervention skills and conflict management abilities.

BGSU Core Values

Respect for one another, cooperation, intellectual and spiritual growth, creative imaginings and pride in a job well done.

Salary

Residence Hall Director is a full-time, 12-month, live-in administrative staff position. Base salary is \$30,000 and includes housing accommodations and meal plan. Staff housing accommodations (valued at \$9,200) will be provided during the 12-month period of employment (2008-2009 fiscal year). All utilities including water, heat, electricity, basic telephone service, internet connection, and cable service are provided at no additional cost. Employment typically begins on July 1 and extends through June 30. A full benefit package is available.

To Apply

Submit cover letter with email address, resume, and contact information for three professional references to:

Office of Human Resources (Search J-61015)
100 College Park Office Bldg.
Bowling Green State University
Bowling Green, OH 43403-0201

Review of applications began Friday, March 7, 2008, and will continue until positions are filled.

(Final candidates will be required to provide official transcript(s) and three letters of professional reference.)

Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at:

<http://www.bgsu.edu/offices/ohr>

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer.

We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities. BGSU hires only individuals authorized to work in the United States.

For information regarding BGSU’s crime statistics, please visit Public Safety’s website at www.bgsu.edu/offices/safety.