

Job Summary

Responsible for one of 4 areas of campus housing approximately 525 students; directly supervise (15-18) student staff, act as emergency on-call staff member for entire campus community, essential personnel in crisis situations, make appropriate interventions and referrals; assist in the selection, training and evaluation of student staff as well as students leaders. Work closely with elected house leaders and act as advisor to house councils. Serve on other departmental and all campus committees as needed. Personally connect with students through "face to face" interactions on a regular basis.

Take appropriate actions to support a diverse workforce and participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

Essential Functions

Student Development 35%

- Respond to student conduct within assigned residential area
- Supports students as they navigate conflict
- Provide programming support to student staff and other house leaders
- Address community issues as they arise
- Provide support for students in collaboration with other campus stakeholders

Leadership Development 35%

- Supervise student staff
- Train of student staff
- Provide support to students as they register house social events
- Provide leadership support for elected house leaders

Residence Life Operations 30%

- Serve as the staff member on-call for after hour emergencies
- Support the recruitment and selection of student staff
- Manage the assigned area office
- Be a member of at least one departmental committee
- Administrative work
- Considered essential personnel in specific situations
- Other duties as assigned

Other Functions

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

Minimum Qualifications (knowledge, skills, education, experience, certifications, licenses)

Bachelor's degree plus 2-3 years relevant residence life experience or equivalent combination of education and experience.

Experience working with individuals from diverse backgrounds.

Preferred Qualifications

Master's degree in Higher Education, Student Personnel Administration or related area preferred.

Skills

Experience in higher education, counseling, or related field and with a focus on education and training; excellent organizational, interpersonal and communication skills; sound judgment and the ability to multitask, prioritize and de-escalate crisis situations. Must have the ability to interact and communicate with diverse constituencies, including but not limited to students, faculty, staff at all levels, and can work effectively individually and as a team member.

Additional Information

REQUIRED HOURS: The regular hours for this full time position are 8:30 a.m. to 4:30 p.m., Monday – Friday during the academic year and 8:00am to 4:00pm during the summer break. Weekend and evening work hours will be required. Regular hours may vary due to needs of the College or division.

The Department of Residence Life, within the division of student affairs, strives to create a residential system framed by the core values of the division which are Community, Learning, Wellness and Social Justice. This is a required live-on position that serves as essential personnel when determined appropriate.

Please attach **BOTH** a current resume and a cover letter in order for your application to be considered for this position . **You may combine your resume and cover letter into a single file or attach multiple files to your application, but BE SURE you have provided all attachments BEFORE SUBMITTING your application.**

You will NOT be able to attach additional files after you have hit the Submit button.

Review of applications will begin
July 23, 2021

https://smithcollege.wd5.myworkdayjobs.com/smithcollege/job/Smith-College/Area-Director_R-202100549