

Area Director for Dowling Hall
The University of St. Thomas

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Downloaded On: Nov. 14, 2019 12:00am

Posted Jul. 19, 2019, set to expire Nov. 18, 2019

Job Title	Area Director for Dowling Hall
Department	
Institution	The University of St. Thomas St. Paul, Minnesota
Date Posted	Jul. 19, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Residential Life
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Job Description

Area Director for Dowling Hall

OVERVIEW

The University of St. Thomas invites qualified candidates to apply for an Area Director position within Residence Life.

The University of St. Thomas embraces diversity, inclusion, and equal opportunity for all. Our convictions of dignity, diversity and personal attention call us to embody and champion a diverse, equitable and inclusive environment. We welcome applicants of diverse races, ethnicities, geographic origins, gender identities, ages, socioeconomic backgrounds, sexual orientations, religions, work experience, physical and intellectual abilities, and financial means. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. This commitment is consistent

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with our mission to inspire our students, using the Catholic intellectual tradition, to think critically, work skillfully, and act wisely – all for the common good. A successful candidate will possess a commitment to the ideals of this mission.

JOIN OUR COMMUNITY

The University of St. Thomas offers a competitive and comprehensive benefits program, which includes:

Up to 100% tuition remission for employees, spouses, and dependents upon eligibility

A generous Employer retirement contribution of 9.4% of annual salary upon eligibility

Medical, dental, and vision options

Employer-paid disability, life, and AD&D benefits

The Department of Residence Life, through intentional relationship building, provides an inclusive and supportive educational living environment where students develop the skills and knowledge to think critically, act wisely, and work skillfully to advance the common good. The Department is a team of diverse and uniquely experienced professional staff, graduate hall directors, and student leaders who collaborate, support, challenge, and have fun together. This team approach extends to the larger division of Student Affairs and its partners, where collaborations are abundant with areas like Campus Life, Student Diversity & Inclusion Services, Student Center, Dean of Students, Counseling, International Students & Scholars, Health and Wellness, and Center for the Common Good. Through Living Learning and Special Interest Communities, partnerships with faculty and academic affairs enhance the educational experience for residents.

Residence Life intentionally promotes student learning through implementation of the Tommie Advantage Co-Curriculum. Our Co-Curricular Educational Priority is: as a result of students' experiences at the University of St. Thomas, students will become leaders who meaningfully advance the common good. The University of St. Thomas is moving toward a two-year residency requirement, which we believe supports student learning, connection to other students, faculty, and staff, and a sense of belonging on campus. Two new residence halls to support this endeavor begin construction in Summer 2019 for opening in Fall 2020.

The Dowling Area Director provides leadership and direction for an on-campus residential area housing approximately 500 students. This position serves as the primary administrator for Dowling Residence Hall and apartment buildings in the middle part of campus. The position also supervises a graduate hall director, and undergraduate student leaders. The Area Director creates a welcoming, inclusive and just community for residents of all identities and backgrounds. In addition, they foster a community conducive to academic achievement and personal growth. Responsibilities include

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supervision and training, planning and implementation of student programming, managing multiple living and learning communities in Dowling Hall, overseeing hall association, providing individual attention to students, managing student conduct processes, providing emergency response to on campus situations, and general administration. The Area Director will also be expected to participate in and chair residence life and/or divisional leadership committees and initiatives.

ESSENTIAL FUNCTIONS

Hiring, Training and Supervision of Residence Life staff

Hire graduate staff and undergraduate student leaders for specified residence hall area
Orientate, train and supervise a graduate hall director responsible for managing residence areas on campus, student resident advisors, an operations manager, and night access and desk employees
Assign, schedule and evaluate work of staff

Responding to Student Behavioral Issues:

Act as the initial hearing officer for student conduct matters regarding Dowling Residence Hall
Serve as a member of the Residence Life on Duty staff providing coverage for residence halls and apartments on the St. Paul campus on select weeks, including evenings and weekends
Providing Direction and Leadership for Student Learning and Hall Association Advising:

Create a learning environment within the residence hall that supports student growth in all areas of personal and community development.

Responsible for advising Dowling Hall Association

Oversees the advising of all student groups in the assigned residence hall area.

Ensure that all programs planned and implemented in the residence hall area conform to university policy and guidelines.

Advise other recognized student organizations as needed.

Managing and Overseeing General Administration of a Residence Hall Area:

Coordinate the completion of all administrative tasks associated with the effective and efficient operation of a residence hall area (e.g., check in and checkout process, Room Condition Report management, billing for damages, internal room changes, Room Management System utilization).
Provide accurate and timely data for system reporting of occupancy, work orders, incident reports, and other procedural documentation.

Serve as a Liaison for Summer Conference groups

Providing meaningful individual attention to students:

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Provide resources for guidance and support to students seeking assistance in resolving personal and or community-related conflicts.

Refer students to campus and community resources.

Respond to crisis situations involving either individual students or groups of students.

Build relationships with student family members as appropriate.

Participation and leadership in residence life and student affairs committees and initiatives

Participate on or lead on one or more leadership teams

This position requires that the employee live on campus. Due to this position overseeing an all-female identified residence hall, it is a bona fide requirement that the employee identify as female.

QUALIFICATIONS

Minimum Qualifications

Bachelor's Degree in Counseling, Education, or a closely related field

Two years of experience in residence hall life

An equivalent combination of education and experience from which comparable knowledge and skills have been acquired may be substituted.

Preferred Qualifications

Master's degree in Leadership in Student Affairs, Counseling, Higher Education or related field

In meeting the Mission of the University and Department of Residence Life, along with successfully meeting the essential functions of the position, a person must be able to effectively develop healthy relationships, especially relationships across differences of culture and identity

Effective communication and successful service to and education of students, also requires working with students and families facing various life and/or personal health challenges

Skills in behavior management, crisis intervention, and counseling and mediation

At times, skills in providing presentations or speaking publicly

Physical Requirements

While performing the duties of this job, the employee is regularly required to talk and hear; to sit, walk and use hands to finger, handle, or feel objects, tools, or controls; to be mobile in a residence hall that may not be handicapped accessible; to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate to high. The University provides reasonable accommodations to qualified individuals with disabilities who require and request

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accommodations in order to perform the essential functions of their jobs.

HOW TO APPLY

On the University of St. Thomas Jobs page, follow the instructions to complete an online application which includes uploading a resume and copy/pasting a job specific cover letter.

In light of its commitment to create and maintain a safe learning and working environment, employment with the University of St. Thomas requires consent and successful completion of a background screening.

The University of St. Thomas, Minnesota Human Resources Department advertises the official job listing on its website at www.stthomas.edu/jobs.

The University of St. Thomas is an Equal Opportunity Employer

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact