



Position Description

Assistant Director of Student Development and Resident Director of University Houses

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, three references, teaching philosophy, and your salary requirements. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until job is filled.
- Interviews will begin when qualified applicants are identified and continue until the job is filled.
- The job starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION'S TITLE: Assistant Director of Student Development, Resident Director of University Houses.

POSITION'S OPERATING GROUP: Student Development Office

OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES: The Student Development Office advances the mission of Kansas Wesleyan University through spiritual development, personal well-being, and social responsibility.

POSITION'S DEPARTMENT: Student Development

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: This position provides overall management of all residence life facilities and programs, and assists the oversight of international students, and the day to day operations within the Student Development office.

POSITION'S DIRECT SUPERVISOR: Vice President for Student Development

DATE JOB LAST REVIEWED OR ANALYZED: September 2022 – Reviewed by Bridget Weiser and Becky Mathews (Director of HR).

POSITION'S EMPLOYMENT STATUS: Full Time, Staff, Exempt, At-will

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Salary to be determined at hiring based on the applicant's qualifications and experience, on-campus housing provided, and a meal pass to Shriwise Cafeteria when it is open. Benefits are available for full-time employees.

POSITION INFORMATION

POSITION'S SUMMARY: The Assistant Director of Student Development and Resident Director of University Houses is a member of the Student Development Office. You will teach communal living to students, and to provide a safe and attractive living environment that meets the safety, security, and physical needs of the residents. You will also provide oversight to international students as the University's PDSO (Primary Designated

School Official). You are a collaborative member of the office staff and supervises the University houses, assisting with the development of multiple projects throughout the department.

POSITION WORKS WITH: The Student Development Office staff of 5-8 people. In addition, this job works with assigned Resident Assistants (RAs), students, faculty, staff, community and alumni.

POSITION'S STAFF AUTHORITY: Resident Directors and Resident Assistants

POSITION'S BUDGET AUTHORITY: None

POSITION'S PHYSICAL WORKING CONDITIONS: Approximately 65% of time spent in a temperature-controlled office environment, 15% of the time spent at the venue of events, and 20% of the time spent in the residence halls.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT: University phone system, University computer system, desktop computer.

POSITION'S WORK SCHEDULE: A flexible, full-time work schedule, requiring some nights and weekends in order to accommodate students and the department. The day-to-day work schedule may change based on event schedule, duty schedule, etc.

POSITION'S TRAVEL REQUIREMENTS: Occasional off-campus event venues.

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES:

- Provide administrative oversight and management for three residence halls and all campus houses.
- Select, train, supervise, and develop/mentor residence life staff including resident directors and resident assistants.
- Provide direction and supervision of residence life program ensuring that all resident students live in a safe, healthy environment that is conducive to academic success.
- Assist in judicial processes within halls and enforcing policies.
- Maintain monthly reports of occupancy and maintenance conditions.
- Prepare and maintain hall rosters, billing, roommate matching, housing assignments, and various housing reports.
- Serve as module manager for J1 preparation and implementation.
- Coordinate summer housing and camps with appropriate departments.
- Cooperatively work with all university departments, and serve as point of contact with food services, plant operations, etc.
- Serve as chair for the Housing Exception Committee.
- Develop and oversee residential communities that utilize best practices in student development and research to create engaging, learning environments (including implementation of a residential curriculum that meets all learning needs).
- Assist and provide guidance to international students, serving as the PDSO (Primary Designated School Official) for the University.
- Provide advising to SGA (Student Government Association) and SGA officials.
- Develop and coordinate Club President and Advisor Orientation training.
- Serve as chair for the Food Committee and Student Conduct / Student Life Committee.
- Assist in the progression and implementation of the University's strategic plan.
- Communicate and enforce policies and processes necessary for creating and maintaining a healthy and safe living environment.
- Assist in Student Development Office daily operations.
- Attend Student Development staff meetings.
- Assist with on call responsibilities.
- Assist with other duties as assigned.

POSITION'S PERFORMANCE MEASURES:

1. Quality, quantity, and timeliness of programs created and implemented.
2. Residential student survey of satisfaction with resident life and the employee's performance.
3. Supervisor and peer survey of employee performance and willingness to support and contribute to department growth and success.
4. Resident Hall survey of RD's ability to communicate and fairly administer university policies and processes.
5. Survey of RD's supervision responsibilities as judged by the supervised RA's.
6. Supervisor evaluation of RD's management and on-duty conduct and performance.

POSITION QUALIFICATIONS**QUALIFICATIONS:**

- Must understand the philosophy of private higher education and support the mission of the University.
- Enthusiasm and positive attitude towards creating a caring, student-centered environment.
- Understanding of student development theory as it relates to higher education, advising students, student organizations, and general student development issues
- Excellent organizational skills and attention to detail when adhering to guidelines, performance standards and policies are essential.
- Ability to communicate effectively with a variety of people including athletic coaches, students, faculty, staff, and the general public.
- Ability to maintain flexibility and work well in a face paced environment
- Ability to work both independently and as a contributing member of the Student Development staff.
- Ability to maintain confidentiality.
- Ability to work irregular hours.

EDUCATION:

- REQUIRED: Bachelor's degree
- PREFERRED: Master's degree

CERTIFICATIONS AND LICENSES:

- MINIMUM REQUIRED: Valid driver's license.
- PREFERRED: First Aid/CPR certification.

WORK EXPERIENCE:

- At least one year experience with residential life on a college or university campus.
- PREFERRED: None

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:

- MINIMUM REQUIRED
 - Strong communication and organizational skills.
 - Demonstrated ability to understand and learn new processes and policies quickly.
 - Demonstrated ability to energize and develop a strong student-centered atmosphere.
 - Commitment to the philosophy of private, higher education and the mission of the University
 - Demonstrated ability to work in diverse community.
- PREFERRED
 - Demonstrated ability to create and organize highly effective and efficient events, with the ability to execute those plans within required timelines; and to do so with limited supervision.

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.