

Position: Director of Residence Life

(Full-Time, Exempt)

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position 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.

Location: Student Development Office

Overview: The Director of Residence Life leads and manages all aspects of the University's residence life program, including housing operations, student conduct, orientation, campus safety, and programming designed to enhance student experience. This position works closely with students, staff, and campus partners to foster a supportive and engaging living-learning environment.

Key Responsibilities:

- **Resident Life Management (30%)**
Oversee daily operations of student housing, manage residence life staff, coordinate summer housing and camps, and participate in departmental planning.
- **Residential Director Duties (25%)**
Supervise assigned residence halls, train and manage Resident Assistants (RAs), conduct rounds, and serve on the on-call rotation to ensure safety and enforce university housing policies.
- **Student Programming & Engagement (20%)**
Develop and implement programs focused on student learning, retention, and professional development. Support new student orientation and collaborate with Student Success and Orientation Leaders.
- **Student Conduct & Crisis Management (15%)**
Serve as a conduct officer for residence life, respond to crises, investigate student behavior issues, and support students facing challenges.
- **Campus Safety & Compliance (5%)**
Serve as a Campus Safety Authority, participate in the Behavioral Intervention Team (BIT), coordinate safety training, and assist in reporting and compliance tasks.
- **Other Duties (5%)**
Additional duties as assigned by the Assistant Vice President for Student Engagement and Success.

Supervision: Reports to the Assistant Vice President for Student Engagement and Success.

Work Schedule: Full-time, 12-month position. A flexible 40–45 hour weekly schedule is required, including evenings and weekends based on student and campus needs.

Performance Goals:

- Effective implementation of residence life programming
- High levels of student satisfaction and retention
- Compliance with university policies and safety procedures
- Successful supervision and development of RA staff
- Meaningful contributions to campus community and student success

Qualifications:

- **Education:**
 - *Required:* Bachelor's degree
 - *Preferred:* Master's degree
- **Certifications:**
 - None required
- **Experience:**
 - *Required:* Relevant experience in a student development, housing, or related role

- *Preferred:* 3–5 years of professional experience in student affairs or residence life at a college or university
- **Skills and Competencies:**
 - Strong communication and leadership abilities
 - Ability to work effectively with diverse populations
 - Conflict resolution, organizational, and multitasking skills
 - Enthusiasm for creating a student-centered campus community
 - Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)

Salary and Benefits: Salary will be determined based on qualifications and experience. On-campus housing is provided. Full-time employee benefits are available.

Additional Information:

- A more detailed job description will be provided during the interview.
- This is a full-time, exempt, at-will position.
- Travel may occasionally be required for events and professional development.
- As a Campus Safety Authority and Responsible Employee under Title IX, this role requires appropriate reporting and training.