

**Warren Wilson College**  
Position Description

**POSITION TITLE:** Director of Residence Life

**DEPARTMENT:** Student Life

**REPORTS TO:** Dean of Students

**FLSA STATUS:** Exempt

**POSITION SUMMARY:**

Develops and administers a comprehensive residence life program for approximately 800 students including the supervision of professional residence life staff, oversight and coordination of the conduct system for residential students, and implementation of a student staff program.

**SPECIFIC RESPONSIBILITIES:**

*Residence Life Administration*

- Ensure a safe living and learning environment that embraces diversity and difference, engages students in healthy lifestyles, promotes Warren Wilson College Core Values, and supports the Triad mission of the College
- Develop, maintain and promote the residence life mission statement, strategic plans, policies and procedures within the guidelines and practices of the College and student life division
- Establish strong relationships with students
- Assess the needs, learning outcomes and satisfaction of students regarding their residential experience
- Develop and monitor budgets
- Ensure excellent service to students, parents and other constituents
- Develop positive working relationships with Student Caucus and other departments, such as Admission, Dining, the Work Program Office, etc..
- Coordinate the activity of the Residence Life Advisory Committee
- Respond to student concerns and issues

*Residence Life Staffing Supervision*

- Supervise, select, train, and evaluate professional Residence Life staff
- Develop and implement a student RA and RD staff program including continual improvement of staff job descriptions, oversight of fall and winter training and regular in-service training, and ensure the implementation of a successful student staff selection.
- Maintain a high level of visibility with student staff

- Ensure staff coverage year-round including all College breaks

#### *Crisis Response*

- Provide second level crisis response when called upon by Residence Life staff or Public Safety
- Provide personal support to students in crisis and make referrals as necessary
- Support student and professional staff as needed
- Determine when to inform and involve the Dean of Students in crisis response

#### *Conduct Coordination and Oversight*

- Ensure the implementation of a fair judicial process for all residential students
- Interpret and apply Warren Wilson College conduct policies
- Understand and apply legal issues as they relate to student issues.
- Train and oversee conduct officers, ensuring conduct philosophy is consistently applied by all officers
- Coordinate the dissemination, tracking, and accountability of conduct cases
- Coordinate the activity of the Conduct Board including training, advisement, and case referral
- Address policy violations

#### *Residence Life Program*

- Provide leadership for the design and delivery of educational, community-building, and leadership development programming for resident students
- Oversee the First Year Experience co-curricular program
- Ensure a positive living and learning environment that supports the Triad mission of the College.

#### *Housing Oversight*

- Supervise the housing assignment process including housing lottery, new student assignments, mid-year room changes, etc.
- Approve housing exceptions such as change to residential status, waiver of meal plans, first-year car permits, etc.
- Oversee check-in and check-out process including room inspections, billing, and key dissemination/collection

#### *Additional Responsibilities*

- Serve on committees representing the student life division and the residence life program
- Engage in professional development
- Positively represent Warren Wilson College in the local, regional and national community

- Other duties as assigned

**WORKING CONDITIONS:**

- Office setting.
- Frequent evening and weekend responsibilities.
- Must be able to handle multiple tasks and use discretion and good judgment in making decisions.

**QUALIFICATIONS:**

- Master's degree
- At least five years of progressive professional experience in a residence life setting
- Experience supervising a staff
- A strong commitment to diversity
- Collaborative work style that includes others and seeks common solutions
- A thorough knowledge and understanding of student, retention, leadership, and community development theories
- Strong oral and written communication
- Staff development skills
- Commitment to Warren Wilson College Core Values
- Proficiency in data base and software systems that support the operations of residence life
- Strong interpersonal and communication skills
- Good decision making skills and flexibility in complex situations.
- Knowledge of Microsoft office programs and a comfort level with computer work.

*Desirable:*

- Evidence of change management, establishment of new programs, and/or development new initiatives
- Experience as a live-in professional staff member in a college or university residence life program
- Supervision of graduate or professional staff
- Experience in a small liberal arts college setting