



MACALESTER

RESIDENCE HALL DIRECTOR

Department: Residential Life

of openings: 1

Appointment: Full Time – Regular

FLSA Classification: Salaried (Exempt)

Annualized FTE: 1.00

Overview

The Residence Hall Director provides oversight of a residential community including community development, facility management and educational opportunities. The Residence Hall Director is a student-centered educator and provides direct supervision to 8-10 student staff members. This position supports and responds to issues related to students of concern during and after regular business hours, and serves as resource and referral agent for campus and community resources. This is a live-in position that reports to the Associate Director of Residential Life- Residential Education.

Responsibilities

- Manage the daily operation of a residence hall area including the supervision of 8-10 student staff members, the management of facilities and facilitating conflict resolution.
- Develop positive relationships with residents through student care management, advising and serving as a conduct hearing officer. Maintain a presence in the hall and on-campus on evenings and weekends.
- Use the knowledge of student development theory to implement educational opportunities and foster learning in the residence halls.
- Facilitate Residential Life functions such as student staff recruitment, selection and training. Partner with campus colleagues to facilitate events and engagements for residential students.
- Provide campus-wide duty coverage as part of the Residence Hall Director staff and respond to crisis and emergency situations.

Qualifications

- Bachelor's degree required, Master's degree in Higher Education, College Student Personnel, Counseling, or related field preferred. Substantial experience post Baccalaureate degree in Residential Life may substitute for Master's degree.
- Must live in provided on campus apartment.
- Strong commitment to diversity and social justice with an understanding of how to advance a culture that is welcoming and inclusive.
- Knowledge of student learning and development, particularly in a residential living environment.
- Demonstrate the ability to be flexible and work with ambiguity. Strong problem solving skills.
- Ability to manage multiple projects and prioritize.
- Ability to utilize or learn basic office computing software.

Position Package:

This is a 12-month salaried position. A fully furnished one or two bedroom apartment with in-unit laundry is provided. Partners and children are welcome. A meal plan is provided when food services are available. Most pets are allowed with the Associate Director of Residential Life- Residential Education approval, including cats, dogs, and fish. Free on-campus parking is provided with a reserved Residence Hall Director parking spot. This position offers free access to Macalester Athletic facilities including a +1pass for a family member, partner, or friend. Support for professional development is provided.

Application Information

This position is posted on the Macalester Employment services website. Please encourage interested candidates to [APPLY HERE](#).

Institutional Overview

Since its founding in 1874, Macalester has provided students with the inspiration, insight, and experience to become successful and ethical leaders. Located in St. Paul, Minnesota, Macalester enrolls nearly 2,100 students who come from virtually every state and 91 countries. Macalester is committed to being a preeminent liberal arts college known for its high standards of scholarship and its special emphasis on internationalism, multiculturalism, and service to society.

Macalester is proud of its longstanding commitment to social justice and creating a safe environment for all people regardless of sexual orientation, race, ethnicity, national origin, citizenship status, gender, religion, age, or ability. Macalester is dedicated to the goal of building a culturally diverse and pluralistic staff committed to working in a multicultural environment and strongly encourages applications from everyone who would add richness to our community, including people of color, individuals with disabilities and women.

Benefits

Macalester employees enjoy a fantastic benefits package and working environment that is second to none. Please visit <http://www.macalester.edu/employmentservices/benefits/> for more information about benefits at Macalester College.

Additional Information

For best consideration, please submit resume and cover letter in one PDF document through the Macalester Employment Opportunities webpage. We encourage all applicants to apply by May, 28, 2019 but will continue to accept applications until the position is filled.

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