Position Announcement

Western Connecticut State University
Assistant to the Director/Resident Director
Housing & Residence Life

Western Connecticut State University is pleased to announce applications are being accepted for Resident Directors in our Housing & Residence Life department. We currently have two 10-month positions available.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

The Office of Housing & Residence Life promotes an atmosphere that is conducive to establishing academic, social, and personal growth of the resident student population, using WCSU’s CULTURE™ (Creating Undergraduate Learning Through Unique Residential Experiences) model. CULTURE builds relationships, supports academics, and develops community via programming, mentoring, and academic initiatives. These are full time, live-in positions that will start on August 1, 2022. Additional information is available at www.wcsu.edu/housing

The Resident Director (RD) serves as a resource person within the residence halls who counsels students, promotes hall programming, and maintains a hall environment conducive to learning and individual growth. Makes referrals, advises residence hall groups, monitors facilities’ needs and occupancy, and recruits, trains, supervises and evaluates resident assistants, academic resource mentors and information desk personnel and the student administrative assistant. Works cooperatively with the office of Judicial Affairs on student conduct matters, as well as with the WestConnect office on issues of access control.

Qualifications: Bachelor’s degree is required. Master’s degree is preferred. Must have a valid driver’s license and a vehicle available for job-related duties and meetings. Relevant experience which would equip the applicant to relate effectively to resident college students and staff. The successful candidate will have proficiencies in interpersonal relationships; possess excellent verbal and written communication skills; demonstrate the ability to manage multiple responsibilities, supervise staff, and exercise appropriate judgment and decision-making. Proficiency in MS Office Suite is required. Successful experience with an automated housing database management system (i.e., RMS, Adirondack, Banner, etc.) is preferred, as is general awareness of access control software and hardware.

Salary & Benefits: The minimum starting salary is $43,816 and is commensurate with candidates’ experience

NOTE: This is a full-time live-in position. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. Must be eligible to work in the U.S. as sponsorship for a work visa will not be provided for this position.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Email your application materials as one (1) complete file (PDF or Word format only) to: Ms. Peggy Boyle, University HR Administrator – Recruitment &
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Labor Relations. In subject line of email reference: Your Last Name – Resident Director. Application materials must be emailed to: hrpositions@wcsu.edu. Application review begins immediately and will continue until all positions have been filled.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. http://wcsu.edu/diversity/affirmative-action-data-questionnaire/. Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

Western is an Affirmative Action Equal Opportunity Educator/Employer