



Position Announcement

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

Western Connecticut State University is pleased to announce applications are being accepted for an Assistant to the Director of Housing / Resident Director.

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. Additional information is available at www.wcsu.edu/housing

Position Summary: The Assistant to the Director of Housing / Resident Director position is designed to provide a resource person within the residence hall who counsels, promotes hall programming, maintains a hall environment conducive to learning and individual growth, makes referrals, advises residence hall groups, monitors maintenance requests, recruits, trains, supervises, and evaluates resident assistants and information desk personnel. The Assistant to the Director of Housing / Resident Director promotes an atmosphere that is conducive to establishing academic, social, and personal growth of the resident student population. This is a full-time live in position. Supervises student employees. NOTE: The position will either be a 12-month assignment or a 10-month assignment. The 12-month position will start on July 1, 2024 and the 10-month position will start on August 1, 2024.

Position Responsibilities:

1. Responsible for the recruitment, selection, training, supervision, and evaluation of the resident assistant staff and the information desk personnel. Additionally, responsible for developing and implementing procedural guidelines for information desk operation.
2. Acts as advisor to the Residence Hall council, the group responsible for recommending various hall regulations, subsidizing hall activities of both social and educational nature, and promoting/implementing social and educational programs. This includes responsibility for appropriate supervision of the hall council budget.
3. Provides residence hall students' academic, vocational, personal, social, and disciplinary support and referral.
4. Physical Plant - Responsible for monitoring and follow-up on maintenance problems within the residence hall.
5. Handles disciplinary matters associated with the residence hall operation.
6. Assumes residence hall campus-wide duty on designated nights and weekends.



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7. Works with the Associate Director of Housing to coordinate summer conferencing housing tasks as assigned. This duty applies only to a 12-month position.
8. Provides operational supervision to the opening and closing of the residence hall at the beginning and end of each semester, academic year, and scheduled break periods.
9. Prepares all required reports, records, and evaluations promptly and accurately as assigned.
10. Assists the West Connect Office with troubleshooting and programming of electronic locks within the residence halls.
11. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level and responsibilities of the position.

Qualifications:

- Bachelor's degree is required. Master's degree preferred.
- Relevant experience in order to relate effectively to resident college students and staff.
- Proficient in interpersonal relationships; have excellent verbal and written communications skills; demonstrated ability to manage multiple responsibilities; supervise staff and exercise appropriate judgment and decision-making.
- Must have a valid driver's license and a vehicle available for job-related duties and meetings.

Salary & Benefits: The minimum starting annual salary is \$55,074 for the 12-month positions and \$48,578 for the 10-month position. Salary is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WCSU is committed to providing a safe campus community. Background investigations include reference checks, employment verifications, and a criminal history record check.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Please name your materials with your last name and email your materials to Ms. Peggy Boyle, University HR Administrator – Recruitment & Labor Relations. In subject line of email reference: Your Last Name – Resident Director. Application materials must be emailed to: hrpositions@wcsu.edu. Review of applications will begin immediately and continue until the position has 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



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