

# Director of Residential Life (DRL)



**Department:** Student Development

**Type:** Staff, Full-time

The Director of Residential Life (DRL) is responsible for the comprehensive leadership, vision and management of the college's residential living-and-learning environments. This includes the development of a student residential community designed intentionally to meet students' changing needs and interests, including the planning and presentation of innovative and compelling residence-hall programming; the development of focused living-and-learning communities; and the presentation of special initiatives to encourage and support residence hall allegiance and enhanced community. It should be the goal of the DRL that every Stephens's student will choose to live on campus because of the opportunities, relationships, support and quality of life that experience provides.

The DRL will train, supervise, and evaluate undergraduate Residential Life staff and provide leadership for residence halls. Participate in campus committees and manage administrative and operational functions in regarding the residence halls, including maintaining a balanced budget. Provide services directly to students, such as personal and conduct meetings, and social/educational events/activities. Maintain a balance between administrative workload and student interactions. Maintain liaison relationships with other educational affairs offices. Participate in the overall planning and management of the residence hall system. The DRL serves as a member of the Student Development executive team and reports to the Vice President Student Development. The DRL works closely with other members of the Student Development team to support student social and academic success. They serves as a member of the Student Safety Assessment Team, a collaborative team of College professionals that conducts individualized assessments of students involved in crisis situations.

## Staff Support & Development

- Oversees the selection, training, supervision, evaluation, recognition/appreciation, and management of the college's residence staff (graduate area coordinators, resident advisors and community directors)
- Provide leadership to staff in setting goals for the year; monitor work performance for accuracy and completeness in accordance with job expectations, ensure staff compliance with established Residential Life and campus policies and procedures.
- Providing staff with the skills and confidence to excel in current and future positions
- Work to implement goals and priorities as outlined in the College's strategic plan, including student learning and development
- Advancing staff training in the areas of social justice, sustainability, campus relationships & dynamics, and positive organizational change
- Plan, create and implement best practices regarding all residential processes

## Student Support & Development

- Developing and enhancing innovative student programming opportunities for student staff to implement in the residence halls. Increasing knowledge and impact of residence hall leadership teams throughout the academic year. In addition, performing proactive and educational student conduct meetings.
- Work with the Campus Safety and Security Department, and other agencies on immediate response to incidents involving students, including mediation and/or crisis management.

**Leadership** - Creates, develops and implements a vision for the growth and development of the student residential community; provides direction and oversight for the college's housing and residential

education programs and services; contributes to and participates in campus planning for improvements in residential facilities.

- Recruits, selects, trains, supervises, establishes performance goals, and evaluates residence life staff. Establishes vision, values, goals, and a strategic plan for the team. Administers and provides appropriate oversight of day-to-day operations.
- Reviews, evaluates, updates policies and procedures related to residence hall living and trains staff to manage and enforce them.

**Management:** Manages roommates/housing sign-ups, pairings, changes, billing, pet program and fostering program and works with the Office of Financial Aid

- Pet Program: Collects and manages documentation and process for pet program
- Foster Program: Works with Second Chance and Financial Aid for foster program
- Developing and promoting greener residence hall facilities
- Providing educational opportunities focusing on sustainability for residents and staff
- Inspiring residents and staff to consciously make environmentally and socially-responsible decisions

**Collaboration** - Collaborates with faculty, campus departments (including in particular the Facilities Department) and senior administrators to create policies and procedures essential to campus activities and functions.

**Advising and Involvement** - Panhellenic. Represents Student Development office on at least one staff organizations.

**Responsible for other duties as assigned**

**Qualifications:**

- A master's degree in student personnel administration, higher education, management, or related field preferred
- A minimum of five years of extensive, progressive and successful leadership with a diverse student population, or related equivalent
- Successful experience in staff supervision and team building

**Skills**

- Strong interpersonal, written and verbal communication skills, ability to effectively work and interact respectfully within a diverse and inclusive environment, demonstrated leadership and supervisory abilities are required.

**Abilities**

- Demonstrate an on-going commitment to diversity, inclusion, and social justice by addressing the needs and concerns of underrepresented students. Demonstrate civil and inclusive behavior when interacting with staff, faculty, students and visitors to the College.

*Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and College-paid retirement plan.*

**To Apply:**

Qualified applicants must complete an on-line [Stephens College application](#) with the following:

- Cover letter
- Current Resume or Curriculum Vitae
- Three professional references with contact information

The successful candidate must pass a criminal background check.

Review of applications will begin immediately and will continue until the position is filled.

**About Stephens College:**

Stephens College, one of the oldest women's colleges in the country, is a private, four-year liberal arts institution and is affiliated with the National Association of Intercollegiate Athletics (NAIA) and the American Midwest Conference (AMC). The campus is located in Columbia, Missouri, also home to the University of Missouri and Columbia College.

*EOE A diverse community on campus is valued*

**Smoke Free Campus**