

WILBERFORCE UNIVERSITY



Wilberforce, Ohio 45384

Job Posting

Posting Date: October 21, 2011

Closing Date: Open Until Filled

Residence Life Director

POSITION DESCRIPTION: Educate, interpret and enforce the University's housing policies, rules and regulations. Maintain an atmosphere throughout the residence hall environment that is conducive for study and consideration of others. Establish and maintain an open and objective attitude toward all Resident Assistants and all students in the housing facilities. Supervise and assist in training of RA's and develop an effective team by participating in hall meetings and daily supervision. Maintain close contact and availability within the residence facilities for student concerns. Maintain confidentiality as needed. Take an active role in planning, participating and evaluating hall activities and programs. Assist the Director of Residence Life in assessing student needs, interests and concerns.

Develop and coordinate educational programs, (academic, cultural, religious, recreational and social enrichments of the hall). Develop programs specific to the needs of a designated living learning community. Maintain a positive attitude with regard to the University and its staff members, including house-keeping staff, security and academic sectors. Work collaboratively with other members of the division of student development and enrollment management. Participate in emergency on-call rotation. Counsel students on personal and social concerns when needed including referral services to University resources. Advise and develop residence hall government; develop leadership among residents and staff. Manage administrative concerns of hall operations; room changes and weekly reports. Manage other responsibilities designated by the Office of Residential Programs.

QUALIFICATIONS: Bachelor's Degree required, Master's Degree preferred in Student Affairs or related area. Two plus years of work experience in Student Affairs preferred. This is a 10-month, live-in position.

APPLICATION: Qualified applicants should apply online at <http://www.wilberforce.edu>. Click on Jobs @ Wilberforce. Application materials should include a cover letter and three professional references.

THE UNIVERSITY: Founded in 1856 as America's first black college by leaders of the African Methodist Episcopal Church, Wilberforce University is a predominately African-American, private co-educational, liberal arts institution. The modern campus is located in a very accessible rural setting in southwestern Ohio close to the urban centers of Dayton, Columbus, and Cincinnati. The University awards the Bachelor of Arts and the Bachelor of Science degrees. Majors are offered in the areas of business, engineering and computing science, humanities, natural sciences, and social sciences. The University also offers a mandatory cooperative education program and integrated service learning in selected courses.

Wilberforce University is an Equal Opportunity Employer