

Director of Residential Life

FORDHAM UNIVERSITY at Lincoln Center

Summary

The Director of Residential Life is responsible for the leadership and management of a comprehensive Residential Life program at the Lincoln Center campus of Fordham University, a Jesuit and Catholic university with a traditional undergraduate population of approximately 1,600 students. The position's work directly supports the mission of the University and the Division of Student Affairs. The goals of training men and women of authentic character in service to others and the ongoing effort to build a seamless living-learning environment in partnership with students and faculty are foremost.

Responsibilities include the overall management of two locations housing over 900 undergraduate and graduate students; overseeing the selection, training and development of a staff of 36; developing and publishing housing occupancy projections and forecasting models; explaining, developing, and managing judicial affairs processes for resident students; responding to and managing crisis situations; coordinating programming and community development; and participating in strategic planning with the Dean of Students and other Student Affairs staff.

The Director of Residential Life reports to the Dean of Students at Lincoln Center and is a member of the Student Affairs team.

Primary Duties and Responsibilities

- Lead and manage a comprehensive, high-quality Residential Life program that emphasizes the qualities characteristic of the education afforded by a strong Jesuit institution: commitment to care for the individual student, unity of heart and mind, academic excellence, service to the community inside and outside of the Residence Hall, personal responsibility, and community development.
- Coordinate the Integrated Learning Community in conjunction with the Resident Director for Freshmen, Master, Dean of Students and Dean of Fordham College at Lincoln Center.
- Manage two housing locations: an 850-bed apartment-style residence hall located at the Lincoln Center campus, and approximately 70 units for graduate students in an apartment complex located at East 81st Street.
- Recruit, select, train, supervise, and lead a staff of 36: including an Assistant Director, one full-time Resident Director, two graduate Resident Directors, a Graduate Manager, 17 Resident Assistants, 7 Freshman Mentors, an Executive Secretary, and 6 student workers.
- Manage, develop, train and educate staff and students regarding the education-centered Judicial Affairs policies and processes for resident students. Adjudicate cases including those which may result in disciplinary probation and dismissal from housing.
- Issue regular summary statistical reports on judicial affairs for each semester and year.
- Develop and publish housing occupancy projections and forecasting models. Collect and analyze statistics on hall capacity, withdrawal, retention, and vacancy.
- Coordinate the room assignment and room selection processes for new and returning students.
- Coordinate check out and room assignment transition processes.
- Develop and manage the operating budget and all associated processes, regularly publishing detailed revenue projections for the Dean and Division.
- Maintain and coordinate crisis-intervention response protocols.
- Oversee the publication of all departmental publications, including the Residential Life Handbook, lottery booklet, housing brochure, calendars, and manuals, as well as, the departmental web site and resources and services offered via the web.
- Oversee the summer application and housing assignment processes; work with Conference Services on summer conference housing.
- Serve as liaison with various University offices (including University Security, Facilities Operations, Academic Dean's Offices, Admissions, Enrollment Services, Information Technology, Graduate School Dean's Offices, etc.) to assure the smooth operation of the office.

- Support the efforts of the Office of Student Leadership and Community Development such as orientation, leadership development, and student clubs and organizations.
- Oversee the operation of the Fitness Center and the use of McMahon Hall lounge spaces.
- Serve on various University and Divisional committees, and participate in meetings with University Offices, as needed.
- Participate in long-term planning related to the Division strategic planning process.
- Work with the Office of Residential Life at Rose Hill to develop consistent programs and assure reasonable uniformity of policy, publications, and processes.
- Other duties as deemed appropriate and as assigned by the Dean of Students.

Qualifications

Successful candidates are strong leaders who have genuine passion for Student Affairs and the creation of a strong campus culture in the Jesuit Catholic tradition. They must have a strong commitment to service to students and education through experience outside the classroom. Excellent written and verbal communication skills and attention to detail are vital. They must be organized, energetic, able to balance multiple priorities and effectively lead staff and student leaders. The successful candidate must possess superior communication, administration, budgetary, supervisory, counseling, and conflict-mediation skills.

Candidates should have a master's degree in Higher Education Administration, Student Development, Education or a related field preferred; bachelor's degree and a minimum of five years progressively more responsible administrative experience in Student Affairs is required.

Application Process

Candidates should submit a letter of interest, a current resume and the names and contact information for three professional references. The start date for this position is July 2, 2007. Correspondence should be addressed to:

Keith Eldredge
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Facsimile: 212-636-7987
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No phone calls please.