



GONZAGA UNIVERSITY POSITION ANNOUNCEMENT

Residence Director Housing & Residence Life-Student Life

HUMAN RESOURCES OFFICE	414 E. SHARP AVENUE	SPOKANE, WASHINGTON
PHONE: (509) 323-5996	FAX: (509) 323-5813	WEBSITE: www.gonzaga.edu/employment

OPEN DATE	February 17, 2008
CLOSE DATE	Open until filled, application review begins March 3, 2008
POSITION NUMBER	PA07.61
DEPARTMENT	Housing & Residence Life-Student Life
CLASSIFICATION	Exempt/ 40hours per week/ 12 months per year
HIRING SALARY	\$26,539 per year
Position includes full benefits. A furnished and air conditioned apartment with phone, wireless internet, cable television and a meal plan during the academic portion of the year nicely compliment the salary package. Position start date negotiable after June 1, 2008.	

JOB PURPOSE:

The Residence Director (RD) of Gonzaga University is responsible for creating communities that foster personal growth and student involvement. This entry level professional position is a live in, 10 or 12 month position that assures the quality of life and effective administration of a residence hall block consisting of two to five residential facilities for 350-500 undergraduate students. The Residence Director supports the Jesuit mission of *cura personalis* (care for the person) by facilitating student and community development and integrating the academic and co-curricular experiences of students through interactions with students and the encouragement of educational programming. The incumbent supervises and mentors eight to thirteen Resident Assistants (RA) and an undergraduate Assistant Residence Director (ARD), providing challenge and support to them in the areas of their academic and job responsibilities, leadership skills, and personal growth. This position serves the role of the primary conduct officer for the block's residents including facilitating conduct meetings, promoting student accountability for actions, and maintaining administrative records to facilitate student development and maintain an orderly life on campus. In addition, this position co-advises a vibrant Block Council, and manages the residences' fiscal and physical resources. Incumbent will be a member of the central professional residence life team and may have a collateral assignment in another area of Student Life.

ESSENTIAL FUNCTIONS:

- Assist students in creating and maintaining living-learning communities that contribute to the development of the whole person—mind, body, and spirit.
- Supervise and mentor residence life student staff (RAs) and student Assistant Residence Director (ARD).
 - Meet regularly with RAs individually and as a group each week. Disseminate information, provide training experiences, foster personal and professional growth, and develop a sense of team cohesiveness.
- Acts as a liaison for Gonzaga University with students and parents in the administration and operation of the residence halls and apartments.
- Serve as a judicial officer for the Housing and Residence Life office, taking primary responsibility for coordinating the judicial interventions for all residents in their community.
- Maintain the residence hall and apartment university budgets; collaborate effectively with the maintenance and custodial divisions toward appropriate upkeep of the physical facility. Provide and foster educational programming for student growth; including the development of interpersonal skills, engagement with issues of social justice, academic goals and career objectives, healthy personal lifestyle choices, and an appreciation of diversity.
- Maintain a visible presence in the residence halls through participation in residence functions, attendance at resident meetings, involvement in student programming, and frequent roaming of the residence area.
- Serve on the central management team of the Department of Housing and Residence Life. In that capacity, the RD will participate in system wide Residence Life management duties such as advising small and large student groups, managing program review, attending to creation and production of department professional literature, participating in recruiting, selecting, hiring and training of Residence Life student staff, teaching staff seminars, being a member of the first line professional on call for the residence halls, and responding to crises.
- Provide input to department, division, and University initiatives through collaborative work efforts.
- Participate in a collateral assignment in another area of Student Life. For the position being recruited for 2008-2009, this assignment will be advising the Gonzaga University Residence Hall Association (RHA).

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SUPERVISION GIVEN/RECEIVED:

This position reports to the Associate Director of Residence Life. Incumbent will supervise eight to thirteen student staff members and will co-advise an active Residence Hall Council.

PHYSICAL DEMANDS:

Functions are usually performed sitting, but may involve some amount of time standing, stooping, kneeling, bending, lifting, walking, carrying, and reaching, while filing and performing other duties. Extensive wrist and hand movements related to computer keyboard work. Ability to lift up to 20lbs is occasionally required. Capability to drive a vehicle off campus for press checks and other related duties is essential in addition to the ability to be mobile campus wide for appropriate business needs.

REQUIRED QUALIFICATIONS: *Applicants must meet the required qualifications and be able to explain or demonstrate how they can perform the essential functions of the position, with or without reasonable accommodation.*

- A Bachelor's degree
- Post-graduate live-in residence hall leadership experience
- Demonstrated passion and commitment to college student life
- Ability to relate well and be a mentor to a diverse population of college students, having a genuine interest in their development;
- Experience in encouraging the planning, coordinating, and facilitating creative student programming; demonstrated skill in small group facilitation;
- Experience with judicial counseling or judicial systems in residence life; and an understanding and support of the Jesuit, humanistic mission of a Catholic, liberal arts university.

DESIRED QUALIFICATIONS:

- A Master's degree in college student personnel or a related field
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APPLICATION PROCEDURE:

TO BE CONSIDERED AN APPLICANT FOR THIS POSITION, THE FOLLOWING APPLICATION MATERIALS MUST BE RETURNED TO HUMAN RESOURCES, 414 E. SHARP AVENUE, SPOKANE, WASHINGTON 99258-0080 BY 4:00 PM ON THE CLOSE DATE OR APPLY ONLINE AT WWW.GONZAGA.EDU/EMPLOYMENT. **LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. THE MOST QUALIFIED APPLICANTS, BASED ON AN EVALUATION OF A COMPLETED APPLICATION, COVER LETTER AND RESUME, WILL BE INVITED FOR AN INTERVIEW.**

COMPLETE APPLICATIONS INCLUDE:

- }] **NON-FACULTY APPLICATION** – WITH ALL SECTIONS COMPLETED.
- }] **COVER LETTER** – DETAILING WHY YOU ARE INTERESTED IN THIS POSITION AND HOW YOU MEET THE MINIMUM QUALIFICATIONS.
- }] **CURRENT RESUME**
- }] **NOTICE OF INTENT**

APPLICANTS NEEDING REASONABLE ACCOMMODATIONS TO COMPLETE THE APPLICATION OR HIRING PROCESS SHOULD CONTACT THE HUMAN RESOURCES OFFICE AT (509) 323-5996.

The security of all members of the campus community is of vital concern to Gonzaga University. Information regarding crime prevention advice, the law enforcement authority of Campus Security, policies concerning the reporting of any crimes which may occur on the campus, and the crime statistics for the most recent 3-year period may be requested from the Gonzaga University Campus Security Department, 502 E Boone MSC 2468, Spokane, WA 99258 Telephone (509) 323-4150.

GONZAGA UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION, TITLE IX SECTIONS 503 AND 504 EMPLOYER COMMITTED TO DIVERSITY