

**Saint Louis University
Director (Housing and Residence Life)**

Position Description:

Saint Louis University seeks outstanding and diverse candidates with vision, creativity and a commitment to multiculturalism for the position of Director (Housing and Residence Life). The Director provides overall leadership and direction for the development of a vibrant residential community that is characterized by integrated learning and student development at Saint Louis University. The Director oversees the administration and management of a housing program that accommodates over 3,400 students living in a variety of buildings and oversees an operational budget of 8.3 million dollars. This position supervises a staff of approximately 20 exempt and 30 non-exempt staff and over 150 paraprofessional staff.

General Responsibilities:

Responsibilities include develops a vision and strategic plan that focuses on student development, learning communities, diversity and multiculturalism, student retention, and facilities design; supervises departmental staff recruitment and development activities and housing operations; develops and maintains departmental budgets; plans long and short term capital projects; coordinates departmental assessment initiatives; collaborates with student conduct; partners with faculty to develop a residential community that contributes to the university's educational mission; partners with campus ministry; manages crisis and emergency response; and provides general office administration.

Essential Functions and Responsibilities:

Strategic Planning and Leadership

1. Shape and cultivate a departmental ethos that is guided by student learning and development theory.
2. Develop and implement a strategic vision for the department's master plan.
3. Create and implement a process for staff to develop departmental vision, mission, values and goals.
4. Develop and implement departmental assessment plan that is aligned with departmental vision, mission, values and goals.
5. Maintain and plan budget process to ensure efficient resources are allocated and aligned with departmental mission and goals.
6. Provide leadership and direction to the central office management team and departmental meetings.
7. Evaluate and assess university housing occupancy, retention, and projections trends.
8. Review and analyze the competitive market and establish housing rate structure and/or contract provisions.
9. Provide leadership to residential governance structures and committees.

Staff Development and Supervision

1. Provide leadership and direction for all professional and paraprofessional staff recruitment, selection, training and evaluation processes.
2. Develop and implement standard operating procedures for department.
3. Provide leadership and direction for professional staff development activities.

Student Learning and Development

1. Develop and sustain residential communities that utilize best practices in student development theory and research to create engaging learning environments.
2. Provide leadership and direction for academic partnerships that seeks to enhance and expand integrated residential learning communities and freshman interest groups.
3. Develop a vision to integrate commuter student programs and services with the residence life program and learning communities.
4. Partner with faculty and staff to create a residential community that supports the Catholic Jesuit mission and contributes to the educational goals of the institution.
5. Provide leadership and direction for the development and implementation of residence hall policies and community standards.

Facilities

1. Oversee the residential facilities maintaining a safe, secure, and healthy living environment.
2. Oversee the housekeeping or custodial function for residence halls and apartments.
3. Develop and implement residence hall furniture replacement plan.
4. Identify and prioritize renovations to campus residence halls and apartments.
5. Collaborate with Facilities Services to develop and implement an effective life-cycle building sustainability plan.
6. Collaborate with Facilities Services to develop and implement capital projects that are aligned with department's strategic vision and master plan.

Administration

1. Provides sound fiscal management of a 24 million annual revenue budget and an 8.3 million expense budget.
2. Oversee and manage all housing operations.
3. Oversee the development and implementation of all information management systems (publications, departmental communications, and web materials).
4. Partner with food service vendor to maintain quality food service operation.
5. Oversee financial agreements and/or contracts with outside vendors.
6. Understand, apply, and promote the concepts of quality service.
7. Ensure compliance with all relevant policies, procedures, standards, and laws (e.g., ADA, OSHA, FERPA).
8. Provide assistance and support to Campus Ministers in the residence halls.
9. Serve as primary liaison to other student development functional areas, enrollment services, and academic and campus support units.
10. Serve in an on-call capacity to support senior staff emergency response during evenings, weekends and holidays.
11. Serve on university committees and task forces, as needed.
12. Assume such other duties as assigned by the Office of the Vice President for Student Development.

QUALIFICATIONS:

Masters degree required (doctorate preferred); supplemented with 3-5 years of service and a successful record of leadership and consistently progressive responsibilities in a university or

October 30, 2007

residential life setting. The successful candidate will demonstrate an understanding and ability to contribute to a Jesuit, Catholic mission and the heritage of Saint Louis University. The person chosen must be committed to fostering partnerships with faculty, staff, and students, and experience with developing residential learning communities. The candidate must be able to multi-task in a complex, fast-paced environment and possess strong organizational, planning, decision making, and written and oral communication skills. An ability to function under a flexible work schedule that may include occasional weekend and evening hours is required. Must be able to operate personal computer and various software programs.

Saint Louis University is committed to diversity and is an EEO/M/F/V/D employer.

APPLICATION INSTRUCTIONS:

View complete job announcement and how to apply:

<http://jobs.slu.edu>