

Posted: 09/10/2018
Annual Salary: \$26,000
Status: Full-time



The Residence Life Department at The College of Idaho is seeking a Hall Director/Area Coordinator to join our dynamic team. The Residence Life staff supports resident growth in our student-focused, diverse, residential community. We invite candidates who have a passion for student learning, who are innovative problem-solvers, and who can manage the day-to-day tasks of a living community.

The Hall Director/Area Coordinator is a full-time (12 month), professional level, live-in position. Responsibilities include providing comprehensive leadership and management of a residence hall area housing up to 300 students; fostering student development through training, supervision, and mentoring of students and student staff; supporting the college and departmental mission through involvement in campus committees, activities, and programs; and assisting in the creation and implementation of policies and procedures.

Essential Functions

Staff Supervision

- Provide selection, training, and evaluations of Resident Assistants/Student Hall Directors
- Conduct weekly staff meetings and weekly one-on-one meetings with each staff member
- Provide positive role modeling to student staff

Administrative

- Manage housing assignments and room changes
- Process and maintain records
- Oversee building budgets and building office management
- Organize and execute room selection process

Discipline and Emergency Management

- Document and track policy violations
- Administer investigative meetings, hearings, sanctioning, and disciplinary follow up, as needed
- Participate in a rotating on-call schedule
- Respond to medical and other emergencies

Facilities Management and Administration

- Report and track maintenance needs
- Communicate with maintenance and custodial personnel
- Respond to emergency situations (e.g., flood, fire alarm, power outage, and other crisis)

Mentoring

- Support students with personal and academic issues
- Triage initial concern and refer to counselor when necessary
- Provide educational programs and opportunities for residents and community

Additional duties as assigned

Knowledge, Skills, and Abilities

- Able to be available weekends and evenings
- Able to work with and mentor a diverse population of students Project management experience to perform entrepreneurial enterprises (welcome packets, marketing for department, etc.)
- Able to work collaboratively on division and inter-collegiate committees as well as to provide residents with support services and resources
- Able to maintain professional development and attend educational meetings and conferences when available
- Strong understanding and passion for student learning and development in a residential living environment
- Able to manage multiple tasks simultaneously

- Skilled in Microsoft Office suite
- Excellent communication skills in English
- Ability to maintain a high level of customer service
- Must successfully function independently and as part of a team
- Detail oriented while adhering to guidelines, performance standards, and policies
- Commitment to role modeling and integrity in a diverse community setting

Qualifications

- Bachelor's degree—Master's preferred
- One year prior live-in experience preferred
- Supervisory experience
- Must possess a current valid driver's license and transportation, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

The College of Idaho values personal attention and collegiality, thus a familiarity with and understanding of a small and residential campus are highly desirable. A sincere interest in students, excellent communication skills, and support of the College's mission are also required.

Founded in 1891, The College of Idaho is the state's oldest private college. The C of I has a national reputation for academic excellence and for preparing successful graduates, including seven Rhodes Scholars, three governors, four NFL players and countless business leaders and innovators. The College is located on a beautiful campus in Caldwell, a community of 50,000 located in Idaho's vibrant Treasure Valley. Campus is just 30 minutes from downtown Boise, a thriving city with a multitude of dining and entertainment options including the Idaho Shakespeare Festival, the Boise Philharmonic Orchestra, professional sports and more. The area also offers world-class opportunities for hiking, camping, fishing, skiing, mountain biking and whitewater rafting.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

To apply please submit a cover letter addressing qualifications for the position, a resume, and the names and contact information of three references, two management and one professional, to hr@collegeofidaho.edu. Application review will begin immediately and continue until position is filled. To learn more about The College of Idaho, please visit www.collegeofidaho.edu.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce.