



DIRECTOR OF RESIDENCE LIFE AND HOUSING

North Park University is a Christian university located in the city of Chicago and has been designated by the U.S. Department of Education as a Hispanic-Serving Institution and Minority-Serving Institution. North Park uses its core identity as a Christian, Intercultural and City-Centered campus to expand opportunities that support student recruitment, retention, and degree completion. North Park University is committed to equal *opportunities for employment and advancement for all individuals, regardless of age, gender identity, sex, race, religion, color, disability, veteran status, national origin, or any other legally protected category.*

Department: Student Engagement

Reports To: Assistant Vice President/Dean of Students

Position Summary: The Director of Residence Life is responsible for the visionary leadership and management of operations, a comprehensive residential living-learning curriculum, and programs with a strategic vision to monitor and increase retention and growth. This position supervises the professional and paraprofessional staff of the residence life & housing office. North Park University currently maintains 3 residence halls (capacity 560), 132 apartments (capacity 348), and 11 houses (capacity 64) for the undergraduate student population and limited housing for graduate students.

Essential Responsibilities:

- Provides leadership to Residence Life by
 - Providing the vision and direction for a staff of professionals and resident assistants dedicated to creating and maintaining housing environments where students can live, learn, and succeed.
 - Fostering an environment for students to participate in an array of opportunities such as: leadership learning, social and educational programming, and community responsibility
 - Organizing on-going professional development and in-service training for all residence life staff members.
 - Recruiting, training, and supervising 1 Assistant Director and 2 Area Coordinators.

- Supervising the selection and training of all resident assistants.
- Responding to and supporting professional staff on duty and after hour calls.
- Provides leadership to Housing by
 - Supervising the assigning of students to appropriate on-campus housing during the fall, spring, and summer semesters, and coordinating the housing lottery.
 - Managing all housing office related operations including mailings and computer data files.
 - Supervising the management of all on-campus residences including special housing arrangements needed during breaks, holidays, and early arrivals.
 - Participating in the overall planning and management of the campus housing system
 - Collaborates with Physical Plant to ensure optimal efficiency for maintenance and custodial operations
- Provide management and execution of the University judicial and student conduct procedures by
 - Manages the daily operations of the student conduct process, ensuring consistency and equity
 - Clearly communicating, interpreting, and enforcing department and university policies to students.
 - Ensuring professional staff and resident assistants are appropriately confronting and documenting behavioral issues and concerns.
 - Reviewing all incidents and communicate with Dean of Students when necessary.
 - Adjudicating student conduct cases, refer cases as needed, and coordinate and consult with Dean of Students regarding high level conduct cases or ongoing situations of concern.
 - Providing training to residence life professional staff and other community members who may participate in a student conduct panel.
 - Providing campus programs and other proactive educational interventions to minimize behavioral issues.
 - Assessing and revising student conduct policy and procedure as appropriate.
- Establishes and maintains retention practices and data by:
 - Supervising the developing, implementing and evaluating of the residential curriculum
 - Providing assessment for residence life and housing policies, processes, and initiatives.
 - Reviewing housing trends and making recommendations to retain students in campus housing.
 - Working with Campus Safety to ensure the security and safety of resident students.
- Provide administrative leadership by:
 - Developing liaisons with appropriate academic, financial, administrative, and student services offices.
 - Ensuring professional staff and resident assistants understand their roles and applies Title IX and Sexual Misconduct Policy and Policy Against Discrimination, Harassment, and Retaliation.
 - Serving on various teams to provide information and awareness in times of crisis and risk management

- Integrating residence life into the campus strategic planning process with other student engagement offices.
- Managing the housing and residence life budgets.
- Ability to fulfill on-call responsibilities as deemed appropriate by the AVP/Dean of Students; requires Director to live near campus within a reasonable distance.
- On occasion, there may be evening or weekend responsibilities.
- Maintain and promote high levels of confidentiality and professionalism within the office and divisions.
- Support the mission and goals of the University and the Division of Student Engagement by assuming other responsibilities as assigned by the Vice President of Student Engagement and/or Assistant Vice President and Dean of Students.

Essential Qualifications:

- A master's degree in higher education, counseling, or a related field.
- A commitment to, and appreciation of, the mission and 3 distinctives of North Park University: Christian, City Centered and Intercultural.
- Two-five years of experience in a college or university setting; residence life experience is required.
- Sensitivity to multicultural and gender issues and support for diverse and underrepresented populations.
- The ability to effectively communicate as well as manage and resolve conflict with students, administrators, faculty and staff members, and outside constituencies.
- Must be able to work well under pressure, work independently, take initiative and oversee a variety of projects simultaneously.
- Possess a high level of professionalism and maturity.
- Driver's License recommended
- Ability to work evenings and/or weekends as required
- Must be accessible via email and phone while not on campus and as necessary.
- An ability to traverse stairs in and out of buildings and across campus in general.
- Computer literacy in Microsoft and databases as needed.

Competitive Benefits Package:

- Salary Range: \$60,000-\$65,000
- Tuition Remission offered at 100% for full-time faculty and staff effective on the start date of employment. Spousal/dependent tuition remission offered at a reduced rate for certain programs
- BCBS PPO / EPO offering at 67% employer coverage for employee, employee plus 1, and family coverage.
- First Commonwealth Dental insurance offering PPO and HMO options.
- Guardian Vision insurance offered.
- Mutual of Omaha term life insurance.
- Express Scripts Prescription Drug Coverage
- Flexible Spending Account.
- TIAA Retirement Account with employee matching contribution when eligible

- Accrued Leave Benefits: Sick leave, Vacation leave, and Personal leave.
- Commuter benefits offered through Commuter Check Direct.
- Weekly chapel offered for all students, faculty, and staff (optional).
- Access to 68,000 square foot fitness and recreation area on-campus, with discounted opportunities to participate in group fitness and personal training.
- On-campus dining with reduced faculty and staff price.
- Discount of 30% offered at McCormick Montessori Child Care Center.

Effective Date: May 2022

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.