

PACIFIC NORTHWEST COLLEGE OF ART

DATE:	March 2018
POSITION:	Residence Life Hall Director
DEPARTMENT:	Residence Life
REPORTS TO:	Director of Residence Life & Institutional Research and Planning
FLSA STATUS:	Exempt/Full time
POSITION	
START DATE:	July 1, 2018

POSITION SUMMARY

The Residence Life Hall Director (RLHD) is responsible for supporting the mission of the college. Working with constituents throughout the campus, the RLHD plays an integral role in retention and fostering an inclusive and supportive community. The Residence Life Hall Director is a professional staff position that serves as a 12-month, live-in, primary manager for ArtHouse, the PNCA resident hall. The RLHD provides supervision, risk mitigation and crisis response, programming, support and training/education. The RLHD is responsible for hiring, training, supervising, and evaluating up to 5 Resident Advisors (RA's). The RLHD maintains a high visibility presence in the residence halls, including regular office hours. The RLHD residence hall educational and social programs meet the established goals of the department. The RLHD also advises students on matters related to Residence Life, which includes mediating conflicts and making referrals to appropriate campus resources for specialized assistance.

The RLHD is encouraged to use creativity, critical thinking, good judgment, professionalism, and a commitment to student development in order to support relationships and activities in the community. PNCA places a strong emphasis on relationship building and conversations, rather than disciplinary action.

This is a 12-month live-in full time exempt position with an annual salary of \$26,000-\$30,000 (DOE) paid over 12 months. This includes a fully furnished apartment, housing for the year, and utilities including Wi-Fi.

ESSENTIAL JOB FUNCTIONS

- Student staff supervision: hire, train, and evaluate 5 RA's
- Oversee department budget
- Manage a community of approximately 130 students. Be available, approachable and responsive to students.
- Provide and/or facilitate educational opportunities that enhance student learning and growth in areas including academic and personal success, community, and wellness
- Manage day to day correspondence with students, faculty, staff and parents
- Organize, plan and supervise move in day
- Provide on-call coverage for the building
- Collaborate with PNCA Business Office on ArtHouse payment and billing matters
- Oversee summer rentals of ArtHouse
- Crisis Management: serve in an after hours on-call capacity and triage students of concern
- Collaborate with the Property Manager to ensure smooth and efficient operations
- Participate in committees to further the mission of the college
- Regularly evaluate the management of the residence hall system and provide input in the development of policies and procedures
- Contribute to the diversity of the college by bringing a perspective, way of thinking, and/or a unique set of experiences that expand the intellectual conversations and practices in the field.
- Other duties as assigned

REQUIRED QUALIFICATIONS

- Bachelor's degree required; Master's degree preferred
- Two years of full-time professional experience in higher education preferred
- Conflict mediation skills
- Strong interpersonal, written, and verbal communication skills and familiarity with Microsoft Office and Google Docs

WORKING CONDITIONS

This is a live-in position in the PNCA residence hall, ArtHouse. The RLHD should be able to sit at a computer station for significant periods of time. The RLHD must also be able to attend meetings on campus periodically, which is four blocks from ArtHouse. The RLHD should be able to lift items up to 20 pounds in weight.

PNCA recognizes that diverse classrooms and workplaces offer the richest learning opportunities. PNCA is therefore committed to a policy of equality in our admission and employment practices. All students and employees will be treated fairly at all times without regard to race, color, creed, religion, sex, age, national origin, citizenship, veteran or marital status, source of income, sexual orientation, gender identity and expression, or the presence of any sensory, physical, psychological or learning disability, and all other biases prohibited by local, state, or federal law. PNCA welcomes applications from candidates that expand the college's diversity.

TO APPLY

Please submit cover letter, resume, and three professional references to:

HR@pnca.edu

Please include Residence Hall Director in your subject line.

Application review will begin May 15, 2018