



## Assistant Resident Director

**Department:** University Housing  
**Recruitment #:** S1917  
**Application Deadline:** Review begins **April 26, 2019**. Position open until filled.  
**Salary Range:** \$28,052 - \$33,033  
**Benefits:**

Western Oregon University's offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

**Department:**

This is a regular, 12-month, full-time unclassified position in the University Housing department within the Division of Student Affairs at Western Oregon University in Monmouth. The purpose of University Housing at Western Oregon University is to house students, primarily first year students, in campus housing. <http://www.wou.edu/housing/>

Western Oregon University emphasizes diversity as a matter of institutional priority and an integral component of academic success. As we continue to increase our understanding and commitment to diversity we strive to:

- create respect for and appreciation of all persons and ideas as a key characteristic of our campus community;
- increase the diversity of all parts of our University community through commitment to diversity in our recruitment and retention efforts;
- promote active engagement among all members of our campus and surrounding communities; and
- foster a campus environment that is inclusive and accessible to students, faculty, staff and administration across the campus community.

In order to achieve our aspirations at Western Oregon University, we will:

- sustain a safe and welcoming environment that supports diversity;
- support full and equitable educational access;
- increase our efforts to recruit and retain a diverse campus community;
- prepare effective citizen-leaders for a pluralistic world;
- confront and resolve institutional barriers to social justice;
- challenge instances of prejudice, bias and discrimination;
- enhance current and create new systems of support for the success of the university; and
- dedicate resources to the diversity initiatives.

**Job Summary:**

This is an entry level position designed for new residential life professionals. The functions are as follows:

- Overall management of operations in residential area
- Responsible for the training, and supervision of 6 – 9 residence hall student staff
- Serve as the student conduct officer and administer developmental conduct process for residential area
- Responsible for overall community experience of students in residential area
- Advising Hall Government
- Assist with retention of students
- Serve as a member of the Residential Education Team
- Oversee staff educational, social, and community development programming efforts
- Oversee and approve appropriate expenditures within residential area Social Account.
- Serve as an active participant on University Housing Committees
- Assist with and coordinate crisis situations in the residential community and serve on after hours, on-call rotation

**Remuneration:**

- Competitive salary commensurate with experience
- Full meal plan
- Furnished one bedroom on-campus apartment
- Comprehensive benefits package

***We are not considering candidates who require Visa sponsorship support. Additionally, the university typically only considers visa support for employees placed in specialized positions that are continuing regular university appointments.***

**Minimum Qualifications:**

- A bachelor's degree from an accredited institution
- Excellent communication and organizational skills
- Ability to be sensitive to the needs of a diverse student population
- Previous para-professional experience working in a university residential setting
- Experience working in a diverse environment and/or with a diverse student population

***\*\*A criminal background check will be required as a condition of employment***

**Application Instructions:**

You may submit all materials online at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp)

Required application materials (PDF preferred):

1. WOU Employment Application available at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp)
2. Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community
3. Resume
4. Contact information for three references
5. Copy of unofficial transcripts for highest degree earned

**As an alternative, you may also submit application materials to:**

**S1917, Asst. Resident Director**, Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361; OR E-mail to [employment@wou.edu](mailto:employment@wou.edu); OR fax to: 503-838-8144

Western Oregon University (WOU) is a mid-sized public comprehensive university located in the heart of Oregon's lush Willamette Valley. The university serves a large number of first-generation college students. WOU has received national recognition for its commitment and success in serving students. The campus is about 20 minutes from Salem, the state's capital, about 75 minutes from Portland, the state's cultural hub, and a short drive from the Oregon coast, mountains, and other scenic areas. The university is located in an increasingly diverse, bilingual, and rural area in the Willamette Valley. Our student body of about 4800 undergraduate and 600 graduate students enjoys a vibrant and close-knit intellectual community.

**Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.**