Resident Director
3 positions available
(Landers/Barnum, Apartments, and Ackerman)

Department: University Housing
Salary Range: $30,000 – $32,000 annually
Recruitment #: S1613
Closing Date: Review of applications begins immediately. Open until filled.

Western Oregon University is seeking application for two full-time, live-in, 12-month, unclassified professional positions in the Office of University Housing. University Housing houses primarily first-year students, 1550 students in six residence halls, one apartment complex, and 56 family housing units on campus during the academic year, and works with various conference groups and summer school students during the summer. Additionally, University Housing is assigned to administer the First-year Live-In requirement and coordinates the Student Conduct Program. Please visit our website www.wou.edu/housing for more information about our program's values and mission.

MINIMUM QUALIFICATIONS:
• A bachelor’s degree from an accredited institution
• Previous experience working in a university residential setting, which includes live-in, supervisory, and advising experience.
• Excellent communication and organizational skills
• The ability to be sensitive to the needs of a diverse student population

Preferred Qualifications:
• Master’s degree in college student personnel or related field
• Experience working in a diverse environment and/or with a diverse student population

DUTIES & RESPONSIBILITIES:
• Overall management of operations in residential area
• Responsible for the training, and supervision of 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
• 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 Committees
• Assist with and coordinate crisis situations in the residential community and serve on after hours, on-call rotation

Apartments - specific responsibilities:
• Help support implementation and facilitation of summer conferences
• Develop and implement a residential curricula program targeted for students not in first year housing

Ackerman – specific responsibilities
• Develop, adapt, and implement Live/Learn programs for those living in Ackerman Hall.

REMUNERATION:
• Competitive salary commensurate with experience
• Full meal plan
• Furnished two bedroom on-campus apartment or townhouse
• Comprehensive benefits package

To apply, submit the following documents:
1) WOU application form (www.wou.edu/prostaffapp)
2) Letter of application addressing each qualification of the position
3) Current resume
4) Complete contact information for three references
5) Unofficial transcripts for highest degree earned

Submit to: S1613 Resident Director, Human Resources Office, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361 Or E-mail to employment@wou.edu or Fax to 503-838-8144.

Western Oregon University is an EEO/AA/Veteran/Disability employer committed to increasing the diversity of its workforce