



Associate Director of Housing for Residence Life Student Life

Colorado School of Mines invites applications for the position of Associate Director of Housing for Residence Life. Under the general supervision of the Director of Auxiliary and Housing Services, the Associate Director manages all residence life programs along with coordination of and programs related to the university's student development efforts. The Associate Director sets the strategic vision and direction for student development and retention programs in the residence halls and makes recommendations on related policies. Housing consists of approximately 800 beds in traditional residence halls, suite-style rooms, and apartments. This is a full time, 12-month professional exempt position.

Responsibilities:

- Oversee the overall operations of staff reporting to this position, including two administrative assistants and thirty-five or more student staff members.
- Responsible for the hiring, training, supervising and evaluation of all Residence Life staff. Designs, establishes, and maintains staffing and an organizational structure to effectively accomplish program functions
- Establish and implement short- and long-range department goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness; effects changes required for improvement.
- Oversee development and management of educational, multicultural, social and diversity programming initiatives for the residence halls.
- Review and approve all residence life publications, brochures, posters, handbooks, contracts, and revise/implement Residence Life policies and procedures.
- Assist with tracking/facilitating adjudication issues and conflict resolution that arises in the residence halls in conjunction with the Director of Housing & Auxiliary Services.
- Plan, implement, and assess student development efforts in Residence Life, and collaborate on similar efforts within the larger university community and all facets of student life.
- Represent the University to various institutional divisions by serving on various university ad hoc committees as well as externally to students and/or the general public/local community.
- Develop and manage budgets related to daily operations for Residence Life and performs periodic cost and productivity analyses.
- Oversee housing operations, including room selection processes, room assignments, staff selection, meal plan changes, and room changes.
- Handle emergency and crisis situations that pertain to students and Student Life facilities.
- Collaborate with Coordinator of Conference Services to achieve successful summer conference operations in the residence halls.
- Participate in all Residence Life programs, orientation programs and specialty weekends.
- Performs miscellaneous job-related duties as assigned.

Qualifications: Bachelor's degree from an accredited four-year institution of higher education and moderate amounts of progressively responsible professional experience within a comprehensive residence life system in a higher education setting. A master's degree in college student personnel, higher education administration, or related field is preferred. The Associate Director must possess demonstrated management experience in the development and training of Residence Life staff; excellent communication and interpersonal skills; the ability to work collaboratively with students, faculty and staff; and outstanding administrative, planning and supervisory skills.

Mines is an EEO/AA employer and is committed to enhancing the diversity of its campus community. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

Employment with Mines is contingent upon the satisfactory completion of a background investigation.



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Compensation: Salary: \$45,000 - \$50,000, commensurate with qualifications and experience. Mines also provides an attractive benefits package including fully paid health insurance, dependent tuition benefits, parental leave policies and dependent care assistance through a flexible spending plan.

How to Apply: Applicants must send a letter of application and résumé addressing the position requirements, along with the names and contact information of three professional references to: Colorado School of Mines, Human Resources Office, Search #**09-440210**, 1500 Illinois Street, Golden, CO 80401, Fax: (303) 384-2025.

Electronic applications are encouraged and will be accepted at faculty.search@is.mines.edu. If using this method of application, please put the search number as indicated above (in bold) in the subject line to ensure that your materials are properly forwarded to the search committee.

Review of applications will begin on June 22, 2009.

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