

DIRECTOR OF RESIDENCE LIFE

DEPARTMENT:

University Residential Life/Housing

QUALIFICATIONS:

A Master's degree is required. Extensive knowledge of principles and practices related to Student Development and/or a minimum of 10 years experience in higher education, specifically in residential life, housing and/or highly student-related field, requiring extensive fiscal management, student development practice and implementation thereof.

RESPONSIBILITIES:

The successful candidate will be expected to:

- Provide leadership for the day-to-day operations of the Department of Residential Life and its' residential facilities
- Review and distribute all published communication of policies and procedures as it relates to on-campus housing and student population
- Provide oversight for all coordinated activities within and related to residential life and its' student population
- Issue all student assignments and process room change request
- Be responsible for the efficient management of all residential life operations
- Plan and coordinate use of residence hall space for all university-related functions
- On-call responsibility
- Complete periodic inspection of residential facilities to ensure proper condition and needs
- Develop long-term planning for departmental growth and staffing as according to national trends among sister institutions
- Direct supervision of full-time staff assigned to execute the departmental mission of the university and the coordination of departmental goals and objectives
- Process all off-campus requests for approval or denial according to board and university policy
- Perform other duties as assigned by the Vice President for Student Affairs

SALARY:

Salary is commensurate with education and experience.

APPLICATION

DETAILS:

Electronically submit (using MS Word) cover letter, resume/vita, three (3) letters of reference, and required applications to empapp@gram.edu. Official transcripts and Pre-employment Screening Forms (criminal Background Check Forms) should be submitted under separate cover via regular mail to:

Grambling State University
Office of Human Resources
GSU Box 4261
Grambling, LA 71245

DEADLINE:

Review of applications will begin immediately and continue until the position is filled.

The Immigration and Control Act of 1986 requires the University to inform applicants that we can employ only U. S. citizens and aliens lawfully authorized to work in the U. S. Each new employee is required to present documentation verifying his/her identity and right to accept employment. Each finalist for a position is required to undergo a criminal background check. An offer of employment is contingent upon completion of the background check. GSU is an Equal Opportunity Employer and Educator that provides facilities accessible to the disabled. Persons needing reasonable accommodations as provided by the ADA should contact Grambling's Office of Human Resources, located in room #148 of Long Jones Hall or call (318) 274-2237.