



IVCCD

NOTICE OF VACANCY

POSTED INTERNALLY:

9/21/2021

MAY BE POSTED EXTERNALLY:

9/24/2021

POSITION: Director of Residence Life and Student Engagement

STATUS: Full-Time

CLASSIFICATION TYPE: EXEMPT (Salaried)

LOCATION: Ellsworth Community College

JOB SUMMARY: The purpose of this position is to provide leadership and daily oversight for residence life and student engagement. The responsibilities of this position include the leadership of: budget management, ordering of furniture and supplies, data collection, student room placement, conflict management, evening residence hall supervision, scheduling of other housing staff coverage in residence halls, Resident Assistant staff training and management, Desk Assistant staff training and management, emergency phone coverage, primary liaison with plant services for housing issues and the development, contracting, marketing, supervising of activities hosted in residence halls, and student engagement efforts. This position needs to live on campus or live within a 10-minute radius of campus. This is a 12-month position and cannot be combined with coaching activities.

EDUCATION/ EXPERIENCE: Completion of Bachelor's Degree and 3 years of experience required. Education can be substituted for experience. Masters in related field preferred.

ABILITIES: Knowledge of student development theories. Knowledge of diverse cultures and how to properly interact with students of all different backgrounds. Knowledge of procedures and protocols regarding the Family Educational Rights and Privacy Act (FERPA). Skill in creating a data-driven, safe, fun, living-learning residence hall environment. Skill in developing activities that are inviting, interesting, educational and relevant to a diverse population of traditional and non-traditional students. Skill in budget management. Skill in conflict management. Skill in time management. Skill in interviewing and selecting staff. Skill in training and supervising staff. Ability to connect with students in a professional manner. Ability and willingness to be constantly accessible, day or night, to our students and other staff as required.

BASE WAGE: \$40,000 to \$50,000 range for annual salary.
Actual annual salary will be based on experience and education and calculated for a full fiscal year, which is pro-rated to start date and FTE.

BENEFIT INFORMATION: This position offers a full-benefit package including health, dental, vision, and life insurances, long-term disability coverage, retirement plan, sick, vacation, and personal leaves, and staff development opportunities.

TO APPLY: Internal Applicants: must send a completed Internal Application Request form to ivccdjobs@iavalley.edu. This form can be downloaded from SharePoint, under Intranet/Human Resources. If not submitting a cover letter and resume, please note that the existing documents from the HR file should be added to the form for committee review.

If you experience issues completing the employment application online please update your web browser or use a different browser and try again.

External Applicants: Please click here for our online application http://www.iavalley.edu/district/forms/affirmative_action.php.

Applicants will be asked to include cover letter and resume once the on-line application is ready to be submitted. Contact information is also located on our website.

Faculty Positions: Send unofficial transcript(s) with application materials. Official college transcript(s) will be required at the time of hire.

Non-Faculty Positions: Official college transcript(s) will be required at the time of hire.

Athletics/Coaches: Official college transcript(s) are required only if combined with a regular faculty or non-faculty position.

CLOSING DATE: Open until filled

IVCCD is committed to provide equal opportunities in its employment practices and policies for all employees and applicants for employment without discrimination on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, and veteran status.

Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.