



# WEST VIRGINIA STATE UNIVERSITY

## **Director of Housing and Residence Life Division of Student Affairs and Enrollment Management**

### **West Virginia State University:**

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

### **Position Description**

The Director is a live-in, full-time position providing the overall day to day management and operation of a comprehensive Housing and Residence Life Department of approximately 400 residential students.

In addition to responsibilities for operations and services, the Director will develop a new strategic plan to enhance student engagement, increase academic and personal achievement, and maximize retention.

The Director, in collaboration with the Assistant Director of Housing and Residence Life and Resident Assistants, assist in proposing policies and procedures that are in alignment with best practices and the goals of West Virginia State University and the Division of Student Affairs and Enrollment Management.

The Director is responsible for creating a residential environment that promotes civility, academic excellence, service, leadership, and the importance and value of being part of a community. The incumbent will reinforce community standards, conducting disciplinary hearings, and making appropriate referrals to relevant University departments and outside agencies when appropriate.

### **Duties and Responsibilities**

- Supervise the Assistant Director and Administrative Assistant.
- Meet regularly with team members, and actively support student staff training activities and workshops.
- Lead paraprofessional training and efforts to design and implement a peer mediation strategy for use in managing conflicts between students living in the residence halls.
- Deliver educational programs and presentations to increase knowledge of Housing and Residence Life conduct and student's right and responsibilities.
- Provide guidance and support for ongoing learning centered on community development and civility.
- Assist with the direction and management and adjudication of student conduct matters in the residence halls.
- Supervise, direct, and evaluate job performance of professional and paraprofessional staff.
- Serve in rotation, Housing and Residence Life team, to provide adequate night and weekend supervision.
- Lead in providing accurate records and comply with government statistical reporting requirements.
- Actively participate in leading efforts to create developmental interventions for students who violate residential and/or University policies within the residence halls.
- Assist with the ongoing development and implementation of a comprehensive training and development program for all team members.
- Initiate parental/emergency contact as allowed through Family Educational Rights and Privacy Act (FERPA).
- Collect and provide information as needed in regard to compliance in areas such as Title III, Title IX, and Cleary.
- Support major departmental processes and projects such as opening/closing facilities, recruitment and selection, and the like.
- Supervise room inspections, Room Change Period, damage billing, and other residential life operations throughout the year.
- Complete standard occupancy reports as directed.
- Position requires evening and weekend availability for programs, training sessions, and emergency/crisis situations.
- Participation in departmental, divisional, university, and community committees and related projects.
- Lead initiatives for residential camps and conferences coordination.
- The Director will perform other duties as assigned.

### **Position Requirements**

- A bachelor's degree is required; A master's degree in college student affairs or higher education is preferred.
- Minimum two years of professional experience in positions in which responsibilities include housing and residence life management experience and/or other student affairs-higher education areas.
- Working knowledge of, and experience in working with ADA, Title IX, and FERPA regulations.
- Case management and working as part of a multidisciplinary team.
- Experience working with a student conduct system.
- Knowledge of Title III, Title IX, Clery, and other key compliance issues.
- Experience using technology to enhance efficiency, including working with a housing management system.
- Must demonstrate an understanding and value that living on-campus contributes to the success of college students and be able to articulate the role that residence halls play on a predominantly commuter campus.
- Excellent problem-solving and critical-thinking skills; the ability to analyze complex issues and effectively plan and organize work; excellent oral and written communication skills and experience in and awareness of the sensitivity required when interacting with, supervising and addressing the needs of a diverse community.
- Proven ability to foster collaborative relationships across campus, work with parents/families, and contribute to creating a distinctive residential program.

In addition to salary, the compensation package includes benefits, a furnished on-campus apartment, a meal plan, cell phone, and a parking pass. This is an at-will position and employment is contingent upon successful background and reference checks.

### **Salary commensurate with experience**

#### **To Apply:**

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses and phone numbers of three professional references by **June 16, 2022**. **All requested information must be submitted for your application to be considered.**

Please submit application materials via email to [jobs@wvstateu.edu](mailto:jobs@wvstateu.edu) or mail to:

West Virginia State University  
Department of Human Resources  
P. O. Box 1000, 105 Cole Complex  
Institute, WV 25112

**West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.**

**West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Human Resources at (304) 766-3156 and/or [hr@wvstateu.edu](mailto:hr@wvstateu.edu).**