



WEST VIRGINIA STATE UNIVERSITY

Assistant Director of Residence Life

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 Assistant Director of Residence Life is a full-time, 12-month, live-on position responsible for assisting in the leadership and day-to-day operations of West Virginia State University's residence halls. Reporting directly to the Director of Housing and Residence Life, this role provides direct oversight to residential communities, supports paraprofessional and graduate staff, and plays a key part in advancing student development, community engagement, and departmental initiatives. The Assistant Director will also support operational needs including housing processes, staff training, crisis response, and student conduct within the residential experience.

This position is designed to be collaborative and hands-on, providing both structure and support to student staff and contributing to the success of our residential students. The ideal candidate will be a team player who brings energy, initiative, and a commitment to student-centered practices.

Responsibilities for the Assistant Director

Leadership & Supervision:

- Supervise and support a team of Graduate Hall Directors and 10–20 Resident Assistants and student workers.
- Lead weekly staff meetings, one-on-ones, and staff development activities.
- Assist in the recruitment, hiring, training, and evaluation of paraprofessional and graduate staff.
- Support performance management and provide mentorship to student leaders.

Residential Education & Community Development:

- Foster inclusive, engaging, and safe living environments that promote academic success, personal growth, and community values.
- Support the implementation of residential curriculum, programming, and student engagement initiatives.
- Lead conflict resolution and roommate mediation efforts.

Housing Operations & Administration:

- Assist with key departmental operations such as student check-ins and check-outs, room changes, occupancy tracking, facility walkthroughs, and inspections.
- Manage student keys, damage billing, incident reports, and administrative follow-up.
- Maintain accurate records and assist with data collection, assessment efforts, and departmental reporting.

Crisis Management & Student Support:

- Serve in a 24/7 on-call duty rotation for campus emergencies and student crisis response.
- Provide guidance and referrals for students experiencing academic, social, or personal challenges.
- Respond to and document students conduct incidents and support the adjudication process.

Collaboration & Campus Engagement:

- Build relationships with campus partners in Student Affairs, Academic Affairs, Facilities, Counseling Services, and Campus Safety.
- Participate in departmental, divisional, and university committees, task forces, and special initiatives.
- Provide leadership for summer camps/conferences and supervise summer staff as needed.

Additional Responsibilities:

- The position requires evening and weekend availability for programs, training sessions, and emergency/crisis situations.
- The Assistant Director will perform other duties as assigned

Requirements for the Assistant Director

- Master's degree in Higher Education, Student Affairs, Counseling, or related field.
- 3+ years of professional experience in housing/residence life or student affairs.
- Demonstrated experience in supervision, programming, crisis management, and community development.

- Excellent communication, organization, and problem-solving skills.
- Willingness to work evenings, weekends, and serve in a rotating on-call schedule.

Preferred Qualifications for the Position:

- Experience working with or without housing/student conduct systems in place and strong proficiency in Microsoft Office Suite, including Excel.
- Familiarity with small-campus or HBCU environments.
- Experience designing, implementing, or managing paraprofessional training programs, mentorship models, or student leadership development initiatives.
- Strong understanding of campus housing operations and student development theory.

Salary & Benefits:

- This is a full-time, non-classified, benefits-eligible, exempt position. Salary is commensurate with experience
- Includes furnished on-campus housing and meal plan.

Join Our Team: The Assistant Director of Residence Life will help shape the residential experience and play a key role in fostering a supportive, vibrant, and student-centered community at WVSU. We're seeking someone ready to lead with heart, work collaboratively, and help make campus feel like home for every student.

You may also visit <http://www.wvstateu.edu/Current-Students/Residence-Life-Services.aspx> for additional information the Office of Residence Life.

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 or phone numbers of three professional references by August 1, 2025, All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 324 Ferrell Hall
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 employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability.

West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact, please contact the Disability and Accessibility Resources unit at 3040766-3083 or ada@wvstateu.edu