



**EWC**  
**Job Description**  
**Position Duties & Responsibilities**

<b>Job Title:</b>	Residence Life Director	<b>Classification:</b>	Associate Academic Director
<b>Department:</b>	Residence Life (Student Services)	<b>Duration:</b>	12 Months (1 Jul - 30 Jun)
<b>Primary Location:</b>	Torrington, WY	<b>FLSA Status:</b>	Exempt
<b>Position Number:</b>	305	<b>DBM/Level:</b>	C43

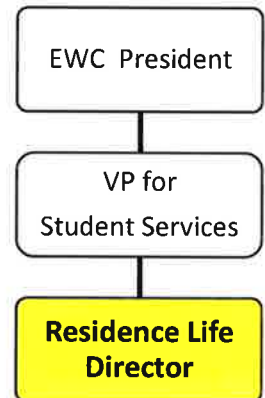
**Job Summary:** *Brief narrative that highlights the general characteristics of the position, or a general overview.*

The Residence Life Director is a full-time, benefitted, 12-month, live-in appointment, Professional categorized staff position located at the Main Campus. The position is responsible to lead, develop, and manage all College housing facilities, which includes two residence halls, their staffs, and their associated programs and activities. The Residence Life Director (RLD) is entrusted with the sound fiscal and operational management of the housing system with emphasis on creating and executing programs and services that support and enhance the educational living environment of EWC students, and contributes to their academic success. The RLD must reside in Lancer Hall. The position oversees student data management, housing-related info collection and tracking, writing and submitting work center reports, and recurring computer-based tasks. Strong leadership, supervision, communication, and organizational skills are required. The RLD typically works 10:00 am - 7:00 pm for 10 days 'on' followed by four days 'off' alternating with the Residence Life Coordinator. The position requires occasional travel within Wyoming and the six-county Service Area.

**Organizational Relationship:** *Title of position's supervisor and, if applicable, title(s) of employee(s) supervised by this position.*

The Residence Life Director (RLD) is supervised by the Vice President for Student Services and receives annual performance evaluations after the conclusion of the one year Probationary Period. The second level supervisor is the College President. The supervisory chain is depicted at right.

The RLD formally supervises or evaluates one full-time employee (Residence Life Coordinator), supervises the work and actions of the student Resident Assistants (RA), is responsible for RA development, and supervises several part-time employees (Night Security). The position may also supervise and/or monitor the performance of several EWC-enrolled Work Study students or volunteers.



**Education and Experience Requirements:** *What is the minimum level of education and experience necessary to perform the job, as recommended by the department?*

**Minimum Qualifications:**

- Bachelor's degree in Communications, Management, Education, Business or related field
- Two-to-three years full-time work experience at college/university or high school level in residence life, housing, student activities, or program/project management
- Working knowledge of student housing practices to include related support systems
- Proven effective communication and leadership skills
- Strong computer work station, database management, and MS Office applications use
- Current and valid state-issued Driver License

**Preferred Qualifications:**

- Master's degree in Communications, Management, Leadership, Education or related field
- More than three years full-time college/university work experience in residence life/housing
- Five years full-time college/university student services/affairs work experience

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**Essential Functions/Duties:** *(To perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is EXEMPT, i.e., not eligible for compensatory or overtime pay provisions of the FLSA. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

- Manage and oversee Residence Life activities; plan and promote student self-growth opportunities
- Coordinate and direct Residence Life staff and functions to include philosophy, direction, and discipline
- Lead and evaluate Residence Life staff; ensure work assignments are filled, posted, and covered
- Conduct in-service training for Residence Life staff to include the selection and performance assessment of student Resident Assistants (RA); conduct staff training as needed
- Publish, distribute, and enforce Residence Life rules and regulations among hall residents
- Interpret and enforce the Student Code of Conduct, Housing Contract, and Student Resident Handbook
- Establish and implement procedures to check-in, check-out, inspect rooms, and to maintain an adequate standard of living/cleanliness
- Oversee orientation and serve as the primary support for all international students
- Maintain records of activities, residents, financial transactions, programs, and equipment inventory
- Conduct research, write and submit reports, deliver advice on Residence Life related programs/projects
- Ensure the safety and security of Residence Halls (fire alarm system, emergency exits and signs, door alarms, exterior door locks, stairways, security cameras) and the immediate surrounding area
- Coordinate with Physical Plant to maintain operational, functional, and sanitary facilities
- Conduct regular Staff Meetings with Resident Life employees to share information
- Perform individual meetings to discuss problems, answer questions, and address staff concerns
- Plan, organize, execute, and evaluate all on and off-campus student activities
- Serve on College committees within and outside of Student Services; co-sponsor Student Senate
- Co-sponsor and support student welcome activities with other work centers
- Perform all other duties of a similar nature or level as assigned

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**Knowledge, Skills, and Abilities (KSA):** *These are the requirements for an employee who is capable of performing the full range of essential functions of the position.*

- Knowledge of.....
  - Program management principles, practices, and techniques
  - Advanced principles and practices in housing, resident management, activities, policy enforcement
  - Applicable federal, state, and local laws, rules, regulations, and/or statutes
  - Research and statistical documentation/recording methods
  - Effective project management, execution, and presentation principles and practices
  - Policy and procedure development practices
  - Budgeting principles and work assignment techniques
  - Successful supervisory principles and practices
  - The use of integrated software systems and Microsoft applications
- Skill and Ability to.....
  - Successfully manage programs, make program-wide decisions, and assess program outcomes
  - Plan, coordinate, and implement program components and activities
  - Research, analyze, and apply relevant information to create organizational and program processes
  - Interpret and analyze applicable laws, rules, and regulations
  - Ensure individual and program compliance with applicable internal/external requirements
  - Prepare a variety of reports
  - Monitor and maintain program budgets

- Monitor and evaluate the work/performance of assigned, lower level staff
- Communicate effectively (orally and in writing) info, data, and opinions to inform, influence, and/or persuade a wide variety of individuals/audiences
- Establish and maintain effective working relationships with students, co-workers, and general public
- Facilitate and model a quality customer service orientation
- Use integrated software systems and Microsoft applications
- Work effectively with an ethnic, cultural, and diverse student population
- Think innovatively to lead, direct, and manage in a positive and inclusive manner

**Physical/Mental Demands & Special Requirements:** *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- Bend, balance, reach, stand, walk, grasp, finger, feel, talk, listen/hear, see and repetitive motions
- Exert up to 50 pounds of force infrequently, and/or up to 25 pounds of force occasionally, and/or up to 12 pounds of force regularly to lift, carry, push, pull, or move objects
- This position does involve some sedentary work and at times sitting for much of the day; walking and standing are required occasionally-to-frequently
- Availability to work non-standard times (e.g. evenings, weekends) about 40% of the time
- Continually balance student needs with available program and College resources
- Ability to read and understand written instructions / operating materials
- Maintain a programmatic and student-centric perspective when performing assigned tasks
- Occasional travel within Wyoming and the Service Area for training and related activities

Vice President for Student Services:

  
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 Signature Date 7/13/18

EWC President:

  
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 Signature Date 7/13/18

**Note:** *This position's duties and responsibilities is an overview; it is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the College are expected to perform other tasks of a similar or lower nature or level as assigned by their respective supervisor/manager regardless of job title or routine job duties.*

HR Office Processing

JD Received		June 19, 2018
JD Reviewed		Jun 19 - July 13, 2018
JD Approved		July 13, 2018
Job Description Effective Date		August 10, 2018
Position Number Assigned/Verified by HR		June 20, 2018