

## **POSITION DESCRIPTION**

### **POSITION TITLE**

Director of Residence Life

**DEPARTMENT:** Student Affairs  
**REPORTS TO:** Dean of Student Affairs  
**SUPERVISES:** Area Coordinators, Resident Directors, Resident Assistants, work-study students  
**PAY GRADE:** Salary, exempt  
**WORK SCHEDULE:** Full-time; year-round, in residence on-campus

### **POSITION DESCRIPTION**

The Director of Residence Life oversees all aspects of student housing at the New Hampshire Institute of Art, this includes summer programs. The Director of Residence Life reports to the Dean of Student Affairs and is a professional, full-time, twelve-month, live-in position.

### **RESPONSIBILITIES**

Director of Residence Life's responsibilities include but are not limited to the following:

- Supervise Residence Life staff comprised of area coordinators, part-time resident directors, graduate assistants, and resident assistants.
- Recruit, select, train, and evaluate professional and paraprofessional residence hall staff.
- Participate in on-call duty rotation for nights and weekends.
- Respond to crisis situations; assess and refer at-risk students for additional intervention by appropriate personnel; develop proactive policies and initiatives.
- Lead and implement training for Residence Life staff.
- Direct and manage occupancy initiatives for Residence life to achieve a 96% occupancy rate.
- Manage and participate in: daily operation of residence halls; key management; room assignment for new and returning students; check-in and check-out; room and damage billing.
- Direct and manage opening, closing, and break housing plans for the residence halls.
- Direct and manage graduate student residency housing, conference housing, and summer housing, as well as the selection, training, and supervision of summer paraprofessional staff members.
- Develop marketing and communication materials to increase awareness of services and events occurring within the office (opening, closing, break housing, etc.)
- Maintain residence hall inventory; coordinate furniture and appliance purchases for the residence halls and manage residence hall supply budget lines.
- Regularly assess programming and educational initiatives.
- Plan, analyze, and manage departmental budget.
- Establish goals and objectives for the department that are consistent with the missions of the department and college.

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- Serve as Conduct Code Administrator, including hearings, investigations, appeals, and issuing sanctions consistent with the Code of Conduct, the College mission, and in compliance with all external requirements (Title IX, Clery, etc.)
  - Serve as a Deputy Title IX Coordinator
  - Assist the Dean of Student Affairs and the Director of Safety and Security with the compilation and reporting of the Annual Campus Safety and Security Report.
  - Maintaining an awareness of current trends and issues in the student affairs field and integrating the knowledge into Residence Life and other college programs and activities.
  - Communicate frequently with the Director of Facilities to monitor residence hall maintenance, housing facilities issues and improvements. Work with Director on project timing, communication with students and families and identifying needs in the halls.
  - Ensure compliance with state and federal laws and campus policies.
  - Address student and parent issues and resolve them in a satisfactory manner.
  - Maintain data necessary for federally mandated reports and for internal operational needs such as campus housing trends, occupancy reports, and student satisfaction with the residential experience.
  - Create, edit and publish the Residence Life handbook/Rules/Regulations.

#### **MINIMUM QUALIFICATIONS**

- Bachelors Degree
- Minimum 5 years Residential Life staff experience
- Excellent verbal, written, and computer skills
- Ability to work evenings and weekends
- Possession of a valid driver's license
- Ability to drive a college vehicle and maintain insurability under the NHIA policy
- Ability to lift 25 pounds

#### **PREFERRED QUALIFICATIONS**

- Masters Degree in related field (Student Personnel, Counseling, or Higher Education Administration)
- Minimum of 7 to 10 years Residential Life, Student Affairs experience
- Direct Experience managing on-campus housing preferably at the Director level
- Prior housing and/or facilities management experience at a NASAD accredited institution of higher education

#### **START DATE**

July 1, 2017

#### **INSTITUTION**

##### **About the New Hampshire Institute of Art**

The New Hampshire Institute of Art (NHIA) is the oldest and largest non-profit arts institution in New Hampshire, founded in 1898 and today offering undergraduate (BFA, Dual Degree BFA/MAT), graduate



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(MFA, MAAE, MAT), and community education programs (Youth Arts, Pre-College, Community Education, and Professional Development) serving almost 2,000 students annually on two campuses in Manchester and Sharon/Peterborough, New Hampshire.

NHIA is accredited by the National Association of Schools of Art and Design (NASAD) and the New England Association of Schools and Colleges (NEASC). NHIA is also a member of the Association of Independent Colleges of Art and Design (AICAD). For more information visit [www.nhia.edu](http://www.nhia.edu).

**How to Apply:** Interested candidates should email a letter of interest, resume, and 3-5 references (*which will not be contacted without prior notice to the candidate*), to [HR@nhia.edu](mailto:HR@nhia.edu). The position title must be included in the Subject line of your email. Due to the amount of resumes received, only those being considered will be contacted.

NHIA seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics to apply.

