

## **POSITION DESCRIPTION**

### **POSITION TITLE**

Director of Residence & Student Life

**DEPARTMENT:** Residence & Student Life  
**SUPERVISES:** Area Coordinators, Part-time professional staff, 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 & Student Life oversees all aspects of student housing and student life at the New Hampshire Institute of Art, including summer Pre-College and Graduate residency programs. The Director of Residence & Student Life is a professional, full-time, twelve-month, live-in position.

### **RESPONSIBILITIES**

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

- Supervises Residence & Student Life staff comprised of two Area Coordinators, part-time professional wellness staff, and eighteen 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 & Student Life staff.
- Direct and manage occupancy initiatives in collaboration with the Admissions team to achieve a 95% residence hall occupancy rate.
- Oversee 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 and summer housing.
- Collaborate with Marketing & Creative Services to develop marketing and communication materials to increase awareness of Residence & Student Life services and events (e.g., opening, closing, breaks, etc.)
- Manage departmental budget.
- Serve as Conduct Code Administrator and Title IX Coordinator, 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.)
- Assist the Director of Campus Safety and Security with the compilation and reporting of the Annual Campus Safety and Security Report.
- Maintain an awareness of current trends and issues in the student affairs field and integrate that knowledge into Residence & Student Life and other college programs and activities.
- Coordinate with Facilities to maintain a residence hall furniture and appliance inventory; purchase replacement furniture and appliances as needed for the residence halls and manage residence hall supply budget lines.

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- 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 & Student Life Handbook.

#### **MINIMUM QUALIFICATIONS**

- Masters Degree in related field (Student Personnel, Counseling, or Higher Education Administration)
- Minimum 7 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**

- Prior experience as Title IX Coordinator or Deputy Coordinator on a college campus
- 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 2018

#### **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 (MFA, 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.

