



**Residence Hall Director
Student Affairs**

Position Summary

Mitchell College is looking for a Residence Hall Director, who will be responsible for utilizing the Community Development Model to create an exceptional living and learning environment, to build relationships between and among the residential community, to facilitate student development, and to encourage active participation in extracurricular opportunities. S/He will be responsible for the supervision of student Resident Assistants and student Desk Assistants, response to student concerns, administrative and facility management, and participation in department initiatives. The position requires an ability to promote student academic success; provide leadership for positively managing a diverse student community; and applying student development theory to residence hall community development, student concerns, staff supervision, student organization advising, educational & social programming.

Required Education and Experience:

- A bachelor's degree is required; a master's degree in Student Personnel, Student Affairs, or Higher Education is preferred.
- Knowledge of and experience in working with students who have learning differences and/or are on the spectrum is desired.
- Knowledge of and experience in working with first year students and implementing a first year living and learning community is desired.
- Previous successful experiences supervising college residence hall undergraduate staff is preferred.
- Experience developing residence hall communities, providing educational and personal support for students, responding to student concerns and behaviors, advising student organizations, facility and administrative management, and participation in department initiatives and campus life is preferred.
- The position requires excellent written and verbal communication, organization, and problem solving skills, especially during high stress situations. Individuals who are able to work in a continuously changing organization and are highly motivated are best suited for this position.
- Enthusiasm, creativity and flexibility required.

Physical Demands:

This position will require climbing up and down stairs to execute routine job functions and serve in an on call capacity. Reasonable accommodations will be made upon request.

Mitchell College is a small, private college that has been an invaluable resource for southeastern Connecticut for over 75 years. Mitchell's personal, mentoring approach activates strengths in our students that allows them to achieve levels of success and leadership they may not yet have imagined for themselves. Mitchell has a strong tradition of celebrating and supporting diverse ways of learning, and is committed to the broader community through partnerships and internships. Located on a beautiful waterfront campus in historic New London, it is also home to championship NCAA Division III athletics and the Duques Academic Success Center, which includes the renowned Bentsen Learning Center

Mitchell College is an Affirmative Action-Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex, national origin, ancestry, political affiliation, sexual orientation, gender identity or expression, marital status, disability and genetic information, age, membership in an employee organization, or other non-merit factors.

This is a full-time, eleven-month, live-in, FLSA exempt level position and is paid bi-weekly, with standard College benefits. For further information regarding our application procedures, please visit <http://mitchell.edu/careers/>. The hiring process will commence immediately and early applicants will receive priority consideration. Mitchell College reserves the right to end the search at any time based on a suitable applicant being identified.

For full candidate consideration, please send a cover letter, your CV/resume and 3 references (contact information or letters) by July 13, 2018 to jobs@mitchell.edu. The application review process may commence immediately upon receipt of your letter of interest, though references will not be contacted until the applicant has been notified. For further information regarding our application procedures, you may visit <http://mitchell.edu/careers/>.

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