**Position**: Residence Hall Director

**Department**: Residential Living

**Hayes Hill Title**: Associate Residence Hall Manager (T18FN)

**Position Description**: The department seeks candidates for at least one Residence Hall Director position. More than one position may be filled. The primary responsibility is the coordination of an educational residential facility, housing approximately 250-350 students. This includes areas of academic, student, and community development programs, wellness programs, student activities, counseling, administration, and in-service staff education. In addition, professional development exists through the creation of a professional development plan that would contain a variety of experiences based on the interests and skills of the hall director.

**Department/University Description**: Building a safe, vibrant community of Pointers is the mission of our Residential Living department. We accomplish this in the following ways:
- Fostering an inclusive environment that provides a safe, accessible and respectful community
- Caring for our financial and environmental resources in a sustainable manner
- Cultivating individuals who are responsible global citizens
- Ever striving to provide exceptional service to our students
- Applying innovative thinking and actions to ensure continuous improvement in our halls and programs
- Encouraging the holistic development of individuals in their personal and professional endeavors

The University of Wisconsin-Stevens Point, part of the University of Wisconsin System, is a leading four-year comprehensive institution located in scenic Central Wisconsin. Approximately 9,300 students are enrolled with a student faculty ratio of 20:1 in the classroom. While primarily serving undergraduates through a variety of baccalaureate programs, UW-Stevens Point also offers several master's level graduate programs and an applied doctoral degree (Au.D.) in audiology. The 406-acre campus features state-of-the-art facilities and the Schmeeckle Nature Reserve. The university has a strong focus on sustainability initiatives and has been named one of the nation’s green universities by The Princeton Review. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit [www.uwsp.edu](http://www.uwsp.edu) for more information about UW-Stevens Point.

**Qualifications**:  
**Required:**  
- Master’s degree in area of student personnel, education, counseling or related areas  
- Demonstrated supervision skills  
- Demonstrated initiative and experience in community development  
- Demonstrated administrative skills including an ability to manage multiple priorities  
- Demonstrated proficiency of communication skills, including verbal, written, and interpersonal

**Preferred:**  
- Demonstrated ability to advise student groups  
- Demonstrated initiative and experience in academic support  
- Previous residence hall or related experience
- Experience working with diverse groups of students
- Experience with the student conduct / judicial processes
- Knowledge of assessment principles within higher education
- Demonstrated experience working with crisis response
- Strong decision-making skills and the ability to work autonomously
- Ability to develop and nurture a positive community living environment in the residence halls

Appointment Date: July 18, 2016-June 30, 2017

Terms of Employment: 12-month contract* with anticipated base salary for a master's degree of $32,000 (plus extensive fringe benefits) and meal allowance for the academic year, plus a furnished apartment. Additional salary is available for academic work beyond the master's level or for related experience.

* The initial contract is issued out less than 12 months due to the mid-July start date. Subsequent contracts will be issued for 12 months.

To Apply: Before you get started with the online application process, we recommend you preview the frequently asked question (FAQs): Apply Online FAQs (PDF format)

Step 1: Please select the applicable link below:
External Applicants: (NOT currently employed by the University of Wisconsin System) Internal Applicants: (Currently employed by the University of Wisconsin System)

Step 2: Under "Basic Job Search" choose:
- "Advanced Search"
- Job Opening ID: “11078”
- Find Jobs Posted Within: "Anytime"
- "Search"
- Select "Posting Title"
- Click "Apply Now"
  o You must login before you can apply. Input your "User Name" and "Password" and select "Login"
  o If you have not yet registered, click "Register Now" to begin the registration process

Step 3: Submit application materials:
Please be sure to complete all required fields and include all required documents before submitting your application. Once submitted, you will not be able to edit or attach any application materials. Files must be complete to be considered. Submission in pdf format is preferred for all attachments.
Please include the following documents:
- Cover letter addressing qualifications and experience
- Resume
- Names and contact information of three professional references

Official transcripts will be required at time of hire

You must select "SUBMIT", selecting "Save" will not forward your application materials to the search committee. Upon submitting your application material a confirmation e-mail will be sent.

For additional information regarding the position, please call or email:
Julie Zsido
Assistant Director of Residential Living
Email: jzsido@uwsp.edu
Phone: 715-346-3511

If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:
Tom Bertram, Human Resources
Email: hr@uwsp.edu
Phone: 715-346-4351

**Deadline:** Review of applications will begin January 15, 2016 and will continue until positions are filled.

The University of Wisconsin-Stevens Point is an Affirmative Action/Equal Opportunity/Veterans/Disability Employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at [http://www.uwsp.edu/dos/Pages/Annual-Security-Report.aspx](http://www.uwsp.edu/dos/Pages/Annual-Security-Report.aspx)

Employment will require a criminal background check.