ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Director of Residential Life

DEPARTMENT: Office of Residential Life
Lincoln Center

RESPONSIBILITIES:
- Manages three housing locations: an 850-bed apartment-style residence hall and a 450-bed traditional-style resident hall located at the Lincoln Center Campus, and approximately 90 units for graduate students in an apartment complex located on West 57th Street.
- Recruits, selects, trains, supervises, and leads a staff of 55: including an Associate Director, an Assistant Director, four full-time Resident Directors, a Graduate Manager, 29 Resident Assistants, 12 Freshman Mentors, an Executive Secretary, and 6 student workers.
- Manages, develops, trains, and educates staff and students regarding the education-centered Student Conduct policies and processes for resident students. Adjudicates cases including those which may result in disciplinary probation and dismissal from housing.
- Issues regular summary statistical reports on student conduct for each semester and year.
- Develops and publishes housing occupancy projections and forecasting models. Collects and analyzes statistics on hall capacity, withdrawal, retention, and vacancy.
- Coordinates the room assignment and room selection processes for new and returning students.
- Coordinates check out and room assignment transition processes.
- Develops and manages the operating budget and all associated processes, regularly publishing detailed revenue projections for the Dean and Division.
- Maintains and coordinates crisis-intervention response protocols.
- Oversees the publication of all departmental publications, including the Residential Life Handbook, room selection information, new student housing materials, calendars, and manuals, as well as the departmental web site and resources and services offered via the web.
- Oversees the summer application and housing assignment processes; works with Conference Services on summer conference housing.
- Serves as liaison with various University offices (including Public Safety, Facilities Operations, Academic Dean’s Offices, Admissions, Enrollment Services, Information Technology, Graduate School Dean’s Offices, etc.) to assure the smooth operation of the office.
- Supports the efforts of the Office for Student Involvement such as orientation, leadership development, and student clubs and organizations.
- Oversees the operation of the Fitness Center and the use of McMahon Hall and McKeon Hall lounge spaces.
- Serves on various University and Divisional committees, and participate in meetings with University Offices, as needed.
- Participates in long-term planning related to the Division strategic planning process.
- Supports the Division of Student Affairs in university-wide initiatives by serving on or chairing various committees.
- Works with the Office of Residential Life at Rose Hill to develop consistent programs and assure reasonable uniformity of policy, publications, and processes.
- Performs additional duties as deemed appropriate and as assigned by the Assistant Vice President and Dean of Students at Lincoln Center.

QUALIFICATIONS:
- Bachelor’s Degree required; Master’s Degree in Higher Education Administration, Student Development, Education, or a related field preferred.
- Minimum five years of progressively more responsible administrative experience in Student Affairs required.
- Must possess superior communication, administration, budgetary, supervisory, counseling, and conflict-mediation skills.
- Excellent written and verbal communication skills and attention to detail are vital.
- Successful candidates are strong leaders who have genuine passion for Student Affairs and the creation of a strong campus culture in the Jesuit Catholic tradition.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: ajecampbell@fordham.edu

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