POSITION ANNOUNCEMENT

Position: Director of Residence Life/RD
Full Time, VSC UP, Professional, Administrative and Technical Bargaining Unit (PAT), Exempt, VSC Grade 13

NOTE: This is a live-in position. Work schedule varied and weekend/evening hours are required.

Location: Randolph Center campus

Compensation: Salary in range of high $20 K – low $30 K plus room and board. Includes UP benefits package.

Responsibilities: Direct and manage the College residential life program.
- Plan, implement, administer, coordinate, monitor and evaluate the specific programs, functions and services of the residential life department, including operating policies, procedures and methods. Develop and modify programs/systems in accordance with student needs and institutional objectives and resources.
- Exercise supervisory authority over Resident Assistants. Plan and conduct training programs and staff meetings. Confer regularly with RAs to plan and coordinate activities, resolve problems, assign and review work, etc.
- Plan, request and administer operating budgets of assigned functions.
- Serve as advisor to various residence hall student groups and organizations.
- Serve on various College committees.
- Monitor the residence hall facilities regularly. Coordinate purchase of new equipment and furnishings, annual
equipment inventories.

- Plan and administer residence life records systems and prepare administrative/management reports.

**Qualifications:**

Master’s degree in student personnel services plus 2-4 years of relevant student housing experience, with one or more years of live-in experience or a combination of education and experience from which comparable knowledge and skills are acquired.

- Good planning, administrative, organizational, supervisory and budget management skills essential.
- Broad base of knowledge and skills related to college residence hall management, including some experience in judicial affairs.
- Ability to deal effectively with a wide variety of College students, staff, faculty, administrators, parents and others outside of the college, often in difficult circumstances regarding sensitive matters.
- Training/educational skills desirable.
- Valid Vermont driver’s license required.

**Starting Date:** July 15, 2016

**Application Deadline:** Applications accepted until position is filled. Applications received after the first screening will be considered at the discretion of the College. Incomplete application materials will not be considered.

**To Apply:** Submit a mandatory Vermont Tech employment application, with resume, cover letter and contact information for three references to: jobs@vtc.edu. Employment application is available on the VTC website: www.vtc.edu.

**NOTE:** THIS POSITION IS SUBJECT TO A FINGERPRINT-SUPPORTED CRIMINAL BACKGROUND CHECK. ANY OFFER OF EMPLOYMENT IS CONDITIONAL UPON THE SUCCESSFUL RESULTS OF THIS CHECK.

Vermont Tech strongly encourages applications from members of ethnic minority groups and other underrepresented backgrounds. Vermont Tech is an Equal Opportunity employer and a member of the Vermont State Colleges system. In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.