



## Job Description

Job Title: Director of Campus Life and Housing

FLSA Status: Exempt

Grade: 9

Department: Student Affairs

Reports to: Assistant Dean of Student Development

## Job Summary

The Director of Campus Life and Housing is a live-in member of the Campus Life and Housing professional staff and is responsible for providing leadership to Residential Life, Title IX/Student Conduct, and programming on campus. The Director works collaboratively with all campus departments and is responsible for establishing and assessing a residence life curriculum, student learning outcomes, policy and procedures, and determining Campus Life and Housing priorities.

**Essential Functions** *(Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.)*

- Coordinate and oversee all administrative, housing processes and software.
- Provide supervision to Coordinator of Campus Life and Housing, Resident Assistants and other paraprofessional staff members.
- Respond during emergency or crisis situations in residence halls and participate in on-call/emergency evaluations including some evenings and weekends.
- Coordinate all aspects of camps, conferences and guests staying on campus.
- Develop and manage an annual budget for Campus Life and Housing.
- Participate in evening and weekend duty coverage on a rotational basis with other designated professional staff.
- Participate in CARE (Campus Assessment, Response, Evaluation) Team.
- Facilitate bi-annual training and leadership development program for Resident Assistants, Office Assistants, and other student leaders.
- Facilitate educational and developmental administrative hearings and adjudication for students going through Student Code of Conduct Process.
- Conduct Title IX Investigations and write corresponding reports and/or act in the capacity of Advisor, Investigator, Conduct Hearing Officer, or Hearing Board Member in Title IX cases as needed.

- Familiarize and remain current with training and guidance pertaining to the Student Code of Conduct, Title IX, VAWA, and Drug Free Schools and Communities Act.
- Develop on-going reports and provide data related to Student Conduct.
- Assist in the development of strategic, on-going program initiatives and training for students, faculty and staff pertaining to Title IX and Student Conduct.
- Provide leadership to and oversight of all campus activities.
- Provide supervision to part time staff and student workers.
- Participate as the primary advisor of Student Senate at Gillette College.
- Advise and refer individual students on a wide range of academic, personal and disciplinary matters, referring to various on- or off-campus resources as appropriate.
- Prepare a comprehensive onboarding and training programming for student leaders.
- Participate in relevant committee assignments as requested.
- Assist with publications and maintain current content for GCCD pages and web pages.
- Remain competent and current through professional development including self-directed reading and networking with colleagues.

**Minimum Qualifications** *(Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)*

- Bachelor's degree from an accredited college or university.
- Possess a valid Class C driver's license.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.
- Experience with writing student learning outcomes.
- Experience working with diverse populations.

#### **Preferred Qualifications**

- Master's degree in Student Personnel or closely related field.
- One year of experience in college student housing, developing workshops and conducting staff training.
- Experience and training working with Title IX.
- Previous work experience with live—in residence life.

#### **Competencies for Successful Performance**

##### **Knowledge of:**

- Office procedures, methods and computer equipment and programs including Microsoft Office.
- Work safety principles and practices.

**Ability to:**

- Understand and follow safety procedures.
- Organize work tasks and work independently.
- Be detail oriented and multitask.
- Work in a team environment and maintain a positive and upbeat attitude.
- Work with a diverse group of college students and personnel.
- Communicate effectively, both orally and in writing.
- Work with students, both individually and in groups.
- Present to students and colleagues on current and relevant topics.
- Meet work schedules and deadlines.
- Understand and follow oral and written directions.
- Maintain the confidentiality of information and professional boundaries.

**Skill in:**

- Performing various duties, frequently changing from one task to another.
- Interpersonal skills necessary to develop and maintain appropriate and effective relationships in the workplace.

**Supervisory and Management Responsibility**

- Will provide direct supervision to the Coordinator of Campus Life and Housing, Resident Assistants and other paraprofessional staff positions.

**Physical Demands** *(The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)*

- Standard office environment.
- Some evenings and weekends.
- Some lifting required.

**How To Apply:**

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/careers>), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to [hrteam@gillettecollege.org](mailto:hrteam@gillettecollege.org).

## **Equal Opportunity and Affirmative Action Employer**

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or [smoore@gillettecollege.org](mailto:smoore@gillettecollege.org), or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.