



University of Great Falls

The University of Great Falls is a four-year, private, Catholic university located in Great Falls, Montana. We describe ourselves as a place of “uncommon courage” committed to preparing students for living and making a living. Applicants must possess a personal philosophy compatible with a Catholic University environment.

University of Great Falls Student Development Division Director of Residential Life

Wage Category Administrative I, Contracted, 12-month, Full-Time, Benefit-Eligible
Current Division Student Development
Direct Supervisor Vice President for Student Development
Start Date **July 1, 2017**

Position Responsibilities

- Develop and implement departmental policies, procedures and programs.
- Determine department goals and objectives and organize resources to accomplish them.
- Responsible for the recruitment, selection, training and supervision of Assistant Director of Residential Life, two Residence Directors and student Resident Assistants.
- Provide support to all professional, support and student staff in their contributions to student success.
- Direct supervisor to the Assistant Director of Residential Life & Intramurals, Coordinator of Campus Activities, and the Resident Director/Graduate Assistant of Residential Life.
- Meets with the professional staff on a regular (weekly) basis, evaluates performance, and provides guidance and direction for leadership development.
- Collaborate with Facilities Planning and Management to ensure that residential facilities are adequately maintained.
- Collaborate with Admissions regarding occupancy for incoming students.
- Prepare and oversee annual budgets within the Student Life & Residential Life
- Supervise Residence Hall Operations and Logistics: Keys, Inventories, Application Process, Banner Assignments
- Direct programs and services in residence halls and apartments to address needs and contribute to the development of residents and enhancement of educational and social environment
- Collaborate with Dean of Students to provide training and guidance regarding legal implications of policies and sanctions.
- Provide leadership in area of development of learning outcomes for residential programs.
- Primary instructor of the Resident Assistant class.
- Collect best practices from associations, colleges and universities to ensure on-going professional development
- Play an active and collaborative role within the Student Development Division
- Serve on various university committees and task forces
- Fulfill other responsibilities assigned by the university’s President, Vice President for Student Development and other campus officials
- To Coordinate Residence Hall Compliance Documentation
- Implement and participate in Administrator on-call responsibilities to manage crisis situations in accordance with University policies

Position Requirements/Qualifications

- Master’s degree in student personnel services, higher education administration or related field

- 3-5 years' experience working in higher education or related field
- Appreciation for the mission of a Catholic liberal arts university
- Keen understanding of issues impacting college students and student development
- Experience managing a residential life program
- Experience supervising professional staff and ability to work well with all levels of personnel
- Demonstrated ability to work with diverse and engaged student populations
- Demonstrated crisis management skills
- Ability to work evenings and weekends on-site and/or at home
- Other duties as assigned

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Please submit a resume, cover letter and three professional references to ugf.hr@ugf.edu or Human Resources 1301 20th Street South, Great Falls MT 59405