



## DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

<b>POSITION TITLE:</b>	DIRECTOR OF RESIDENCE LIFE AND CHIEF JUDICIAL OFFICER
<b>PERSONNEL CLASSIFICATION:</b>	ADMINISTRATIVE STAFF, FULL-TIME EXEMPT
<b>DEPARTMENT:</b>	STUDENT AFFAIRS
<b>POSITION SUPERVISOR:</b>	VICE PRESIDENT FOR STUDENT LIFE AND DEAN OF STUDENTS
<b>DEPARTMENT HEAD:</b>	VICE PRESIDENT FOR STUDENT LIFE AND DEAN OF STUDENTS

**PRIMARY DUTIES/RESPONSIBILITIES:** Monmouth College's Division of Student Life seeks experienced and caring candidates to serve as the Director of Residence Life and Chief Judicial Officer. Reporting to the Vice President of Student Life and Dean of Students, the Director of Residence Life will shape the environment and experiences of the residents through programming supporting the Monmouth College Mission and Vision, provide an engaging on campus living experience and support the retention and academic success of our students.

Exercising discretion and independent judgment, duties and responsibilities may include but are not necessarily limited to the following:

### **PRIMARY DUTIES/RESOPNSIBILITIES:**

1. Oversee all residence life operations, including the recruitment, selection, training and assessment of residence hall staff.
2. Serve as the chief judicial officer for the College in the management of student discipline.
3. Collaborate with Student Life staff and other campus leadership to develop policies and procedures for Residence Life and discipline that are consistent with the Monmouth College mission and vision.
4. Recruit, train, and advise the Student Judicial Review Board.
5. Collect and prepare student conduct data in collaboration with Campus Safety.
6. Support the development and growth of the Living Learning Communities.
7. Supervise all operations of Residence Life, including housing operations, oversight of hall council system and programming in each residence halls.
8. Supervise and assist in the overall management of Fraternity and Sorority Life housing.
9. Work closely with Campus Safety Staff.
10. Develop collaborative relationship with Physical Plant in management of residence halls.
11. Collect and prepare housing occupancy and maintenance data.
12. Support the Director of Campus Events in the management of camps and conferences on campus.
13. Manage and maintain Residence Life budget.

14. Supervise residence halls as assigned.
15. Meet regularly with Residence Hall Staff.

**SECODNARY DUTIES/RESPONSIBILITIES:** May include but are not limited to the following:

1. Coordinate the on-call rotation schedule.
2. Serve in on-call rotation with other staff members.
3. Other duties as assigned.

**WORK RELATIONSHIPS:** Reports to the Vice President for Student Life and Dean of Students. Works directly with other members of the Student Affairs staff. Has daily contact with students, staff, faculty, and persons outside the campus community.

**EDUCATION, EXPERIENCE, AND CERTIFICATION:** Bachelor's degree required. Master's degree in College Student Personnel or related field preferred. Experience with residence life management and development required. Experience with judicial boards and student conduct required. Knowledge and/or experience with programming planning and student organization leadership required.

**SKILLS, KNOWLEDGE, AND ABILITIES:** Ability to plan, implement and evaluate complex tasks and procedures. Ability to multitask and manage different responsibilities at the same time. Working knowledge of student development theory and a commitment to its implementation. Excellent organizational and supervision skills. Excellent interpersonal communication skills. Willingness and ability to work well in a collaborative environment with all campus and associated constituencies. Ability to work effectively with a diverse student population. Ability to maintain confidentiality.

**GENERAL EXPECTATIONS OF POSITION:** Regular attendance at work is among the essential functions of the position. Evening and weekend work may be required to fulfill responsibilities. Conduct is expected to be professional and courteous. Duties and responsibilities are to be carried out in a manner which promotes and is consistent with the intrinsic goals of Monmouth College.

**ADDITIONS, AMENDMENTS, AND DELETIONS:** Unless notated differently, qualifications listed herein should be considered to be required. The whole or any portion of this description may be added to, amended, or deleted at any time by the position supervisor, department head, or the President.

*Revised 5/19/22*