



Internal/External	External
Position Title	Residence Hall Director
TTC Title and Code	Residence Life Coordinator II (AE046)
FTE	100%
Position Information	Principal Work Location: UW-Stevens Point Main Campus, Student Services Center <u>Supervisor</u> : Julie Zsido, Associate Director of Housing and Residence Life
Total Rewards	UW Stevens Point provides a competitive benefits package including monthly premiums starting at \$32, deductibles starting at \$250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our Total Rewards page .
Department	Housing and Residence Life
Department Description	Building a safe, vibrant community of Pointers is the mission of our Housing and Residence Life department. We accomplish this in the following ways: <ul style="list-style-type: none"> - Fostering an inclusive environment that provides a safe, accessible and respectful community - Caring for our financial and environmental resources in a sustainable manner - Cultivating individuals who are responsible global citizens - Ever striving to provide exceptional service to our students - Applying innovative thinking and actions to ensure continuous improvement in our halls and programs - Encouraging the holistic development of individuals in their personal and professional endeavors
University Description	Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit www.joinuwsp.org for more information about UW-Stevens Point. To learn about the Stevens Point (aka Point) area fun, jobs, housing, education, quality of life, and bragging rights, visit www.EverythingPointsHere.com .
Position Summary	The Residence Hall Director is a full-time, 12-month, live-in professional staff position and reports to the Associate Director of Housing and Residence Life. The Residence Hall Director oversees the community building and administrative management of a residence hall housing up to 200-350 students. The main responsibilities of the position include student leader supervision and development, community and education development, student well-being and conduct, and administration management. The following job responsibilities will require Residence Hall Directors to work evenings and some weekends to meet the needs of the department, and to maximize our effectiveness in working with students. <u>Shift</u> : 9:00am-5:00pm, Monday-Friday. Varied and on call hours required.



Required Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree with a minimum of 2-3 years of significant student leadership experience in residence halls on a college campus • Demonstrated direct supervision experience • Experience working with diverse groups of people • Demonstrated administrative skills including an ability to manage multiple priorities • Demonstrated proficiency of communication skills, including verbal, written, and interpersonal
Preferred Qualifications	<ul style="list-style-type: none"> • Master’s degree in area of student personnel, higher education administration, education, counseling or related areas • Experience with the student conduct / judicial processes • Strong decision-making skills and the ability to work autonomously • Demonstrated experience working with crisis response • Demonstrated ability to advise student groups • Demonstrated experience in academic support • Knowledge of assessment principles within higher education • Previous residence hall or related experience • Demonstrated experience in community development
How To Apply	<p>Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the “How To Apply” document for more information.</p>
Anticipated Appointment Date	<p>July 15, 2024</p>
Terms of Employment	<p>This is an Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience. The anticipated annual salary is \$38,000, plus extensive fringe benefits and meal allowance for the academic year and a furnished apartment. Additional salary may be available for professional work beyond the master’s level.</p>
Deadline	<p>TO ENSURE CONSIDERATION: Applications received by 01/31/2024 are ensured full consideration. Applications received after that date may be given consideration at the discretion of the search committee. Application materials will be evaluated and the most qualified applicants will be invited to participate in the next step of the selection process. Incomplete and/or late application materials may not receive consideration.</p>
Required Materials	<p>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</p> <ul style="list-style-type: none"> - Cover letter addressing qualifications and experience - Resume/Curriculum Vitae - Contact information for three professional references <p>(Official Transcripts may be required of finalist)</p> <p>Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.</p>



University of Wisconsin
Stevens Point

2100 Main Street - Stevens Point, WI 54481
+1-715-346-2606 (p) +1-715-346-3698 (f)
Human.Resources@uwsp.edu

Position Contact

For additional information regarding the position, please call or email:
Summer Thompson, Chair, Search and Screen Committee
Email: suthomps@uwsp.edu
Phone: 715-346-2620

Human Resources Contact

If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:
Human Resources
Email: human.resources@uwsp.edu
Phone: 715-346-2606

Special Notes

The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, "Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world."

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at <https://www3.uwsp.edu/dos/clery/Pages/default.aspx>

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

*PTO offering prorated based on start date and hours worked.



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