



Director of Student Housing *(Search Extended)*

POSITION TITLE: Director of Student Housing

JVA#: 2022-08

DEPARTMENT: Dean of Students Office, Student Affairs Division

POSITION SUMMARY: Reporting to the Dean of Students, the BSC **Director of Student Housing** has primary responsibility for the well-being and development of the students assigned to reside in Bluefield State College residence halls and campus housing. The Director of Student Housing is assigned to a specific residence hall community in which he/she is required to live full time and support the residence hall and BSC student housing communities through his/her day-to-day work. The director is entrusted to guide the development of students, create a living and learning environment within the housing program, establish a residence hall environment conducive to academic and student success, and focus on efforts that support student retention and academic success initiatives. The College's new student housing program is in a start-up mode and we are seeking entry level residence life professionals who want to develop and lead a growing student housing program.

POSITION CLASSIFICATION/COMPENSATION: This position is Nonclassified, Full-time, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. Position is dependent upon available funding.

CORE RESPONSIBILITIES:

Community Development

- Build a culture of community in the residence halls and other student housing options, building rapport with residents through daily interactions and providing a consistent presence as a role model and resource.
- Plan and implement activities for the residence hall population that promote opportunities for academic, professional, and personal development and support college retention and student success initiatives.
- Promote student community development within the residence halls, working with students to create and maintain positive campus traditions, a sense of belonging for all student residents and fostering student behaviors that promote healthy communities.
- Supervise educational programming and advise student leaders who work to support connections between the hall community and College faculty.
- Educate students on College policies and procedures, including those promoting the safety and well-being of students residing in campus housing, collaborate with appropriate administrative leaders to enforce BSC Student Code of Conduct regulations and determine appropriate consequences for violations of these policies.

Student Development

- Assist students with academic, social, and personal matters, referring students to campus resources and other offices for additional support. When needed, mediate student conflicts and help resolve issues. May also serve as a student conduct hearing officer.
- Respond to problems and concerns brought forward by students and manage crisis situations through immediate action, sound judgment, and appropriate referrals.

Staff Development and Supervision

- Supervise designated resident assistants in their assigned residence hall. Coordinate and/or conduct the staff selection process and design hall-specific orientation, and training and evaluation for hall staff.
- Participate in the on-call duty rotation throughout the calendar year.
- Respond to incidents and emergencies as they occur for the campus residential population.

Hall Operations & Administration; Other Duties

- Serve as a liaison with Physical Plant for physical needs of student housing and with the Office of Public Safety for any security concerns.
- Promote and maintain awareness of the safety features of all residence hall buildings.
- Promote and maintain awareness and understanding of emergency protocols, including conducting fire drills.
- Be knowledgeable of and ensure compliance with relevant federal and state regulations, and the policies of the governing board and the policies of Bluefield State College as contained in the Academic Catalog, the Faculty Handbook, the Staff Handbook, and any other practices which are common to the institution.
- Perform the administrative duties associated with the responsibilities of this position, including but not limited to: managing housing applications and room assignments; completing occupancy reports; establishing business and community relationships to solicit support; assisting with marketing the student housing program to increase utilization; preparing reports and completing administrative paperwork/records management (including openings, closings, room selection, key control, initiating maintenance work requests, mid-semester health & safety inspections, incident reports); participating in revenue-generating goal setting and activities for the student housing program and the College at-large; and assisting with responsible stewardship of the student housing's finances.
- The BSC campus housing program is in a start-up and growth mode. This position is expected to address current residential assignments as well as the addition of future student housing availability and assignments (to include additional residence halls, Honors College housing, Heritage Village, etc.) within allocated resources.
- Perform other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS: Bachelor's Degree from an accredited institution required. At least one semester of experience required in each of the following areas: 1) office administration, staff management, conflict resolution, or other experience related to the position's responsibilities; and 2) undergraduate Resident Assistant or Graduate Assistant experience in a college or university Residence Life or related student affairs program. Demonstrated ability in working with college-age students in college or university residence halls or in the development of young adults. Excellent oral and written communication skills and leadership skills required. Superior interpersonal skills and ability to develop effective rapport with a diverse student population. Conflict Resolution skills. Ability to communicate well with diverse constituents. Teaching and facilitating with individuals and groups. Ability to administer student conduct regulations fairly and consistently. Skills in designing, planning, and implementing educational programming. Commitment to foster student learning and support student retention initiatives. Adaptability to include managing competing demands. Dependability to include responding to management directions and feedback to improve performance. Capacity to manage

stress, maintain personal and emotional stability while serving as a role model in a demanding work environment. Available to work evenings/nights/weekends for assigned hall duty and to respond to critical situations. Competence with technology (MS Office Suite, including Word, Excel, Outlook) and ability to learn new systems. Must maintain a valid U.S. Driver's License. Must meet the requirement that this position is a live-in, full-time, 12-month appointment, if selected.

PREFERRED QUALIFICATIONS: Master's Degree in Higher Education, Student Personnel, Education, Counseling or a related field preferred. Significant student housing/residence life experience and working with the development of college/university students. Extensive Student Affairs experience in areas such as community development, conflict resolution, student conduct, advising, fraternity/sorority life and/or educational programming. Demonstrated experience leading student staff teams, with crisis intervention, emergency response, and student conduct procedures.

THE COLLEGE: The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State College prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the College is available at www.bluefieldstate.edu and specifically the housing program is available at: <https://bluefieldstate.edu/resources/student-life-office/housing-residence-life>.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSC Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. Bluefield State College does not provide H1B visa or employment sponsorship.

DATE POSTED: April 28, 2022

CLOSING DATE: For full consideration, applications must be received by **4:00 pm EST, Friday, July 1, 2022**. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State College is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The college complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State College does not provide H1B visa or employment sponsorship.