



Job Vacancy Announcement
Director of Housing & Residence Life

POSITION TITLE: Director of Housing & Residence Life

JVA#: 2023-18

DEPARTMENT: Vice President of Student Affairs & Dean of Students

POSITION SUMMARY: The **Director of Housing and Residence Life** reports to the Vice President of Student Affairs & Dean of Students. The Bluefield State University **Director of Housing and Residence Life** has primary responsibility for the well-being and development of the students assigned to reside in Bluefield State University residence halls and campus housing. The Director of Housing and Residence Life is assigned to a specific residence hall community where he/she is required to live full-time and support the residence hall and BSU 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.

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. The 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 academic, professional, and personal development opportunities and support college retention and student success initiatives.
- Promote student community development, working with students to create and maintain positive hall traditions and a sense of belonging for all residents.
- Supervise educational programming and advise student leaders who work to support connections between the hall community and University faculty.
- Educate students on university policies and procedures, collaborating with appropriate administrative leaders to enforce 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 the 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, the policies of the governing board, and the policies of Bluefield State University as contained in the Academic Catalog, the Faculty Handbook, the Staff Handbook, and any other practices that 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, 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 BSU campus housing program is in a growth mode with anticipated additional new bed space in the future. 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 required. Leadership, supervision, and interpersonal skills related to people in general and particularly college students. Preference will be given to applications with prior residence life experience and to those applications that possess a working knowledge of student development.

PREFERRED QUALIFICATIONS: Master's Degree in Higher Education, Student Personnel, Education, Counseling, or a related field preferred.

THE UNIVERSITY: The mission of Bluefield State University is to provide students with an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State University prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. **BSU welcomes all qualified candidates to apply.** More information about the University 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 BSU 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. **Also, Bluefield State University does not provide H1B visa or employment sponsorship**

DATE POSTED: April 11, 2025

CLOSING DATE: For full consideration, applications must be received by 4:00 p.m. EST on April 28, 2025. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University 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 University does not provide H1B visa or employment sponsorship.