

JOB ANNOUNCEMENT

Director of Residence Life – F/T

OPENING DATE: December 18, 2018
REVIEW DATE: **January 22, 2019**
CLOSING DATE: Open until filled
START DATE: ASAP or 2 weeks after acceptance
LOCATION: NWIC Main Campus
SALARY: \$40,000 Max DOE

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.

SCOPE OF WORK

The Director of Residence Life will manage all aspects of student housing. The Director is responsible for the implementation of a residential learning community environment at the NWIC on-campus housing. The Director is responsible for the total operations of the Housing Office in addition to development of programs and activities to support the needs and foster personal growth of students. This includes the effective utilization of fiscal resources, program planning and development and the coordination of functions between departments.

DUTIES & RESPONSIBILITIES

1. Responsible for developing and managing annual sponsored housing occupancy policies (eviction policies and procedures) and financial plan.
2. Assist off-campus students attending NWIC at the Lummi campus with locating suitable housing by maintaining housing lists and access information.
3. Project revenue and manage Cafeteria and Housing Department budgets on a quarterly basis, or more often as needed, in effort to remain within the annual budget. This includes part-time and on-call staffing.
4. Recruit, hire, and supervise Cafeteria staff, including head cook, assistant cook, and on-call/temporary staff.
5. Meet regularly with Cafeteria staff and supervisor to review budget-to-actual reports, policies, resolve student complaints, or prepare for larger quarterly events and activities as necessary.
6. Ensure compliance with NWIC purchasing policies, coordinate food services program including meals, vending machines and staffing.
7. Update and maintain safety and security plan as part of overall campus safety plan.
8. Responsible for tracking all maintenance work orders and damage billing. Coordinate grounds and facilities maintenance with NWIC Maintenance Department.

9. Oversee annual student housing registration process and eligibility status based on established policies for new and continuing students.
10. Conduct and oversee Housing Committee meetings.
11. Manage room assignment process and oversee preparations for new student Housing Orientation.
12. Develop student agreement, rules and regulations, housing handbook, housing brochure.
13. Coordinate Lummi Nation Housing Authority applications and monitor Kwina Apartment facility that houses NWIC residents, including clear communication to LNHA about move outs, applicant screening, maintenance concerns, or security concerns.
14. Coordinate Housing standards and regulations with Lummi Housing Authority when applicable.
15. Ensure that housing and related policies are updated in the Student Handbook and Catalog.
16. Provide contact and problem resolution for parents, students and others with respect to housing issues. Serve as mediator/facilitator when necessary to provide resolutions for interpersonal conflicts between students. Coordinate implementation of roommate agreement and community agreement process.
17. Assist in the advising and guidance of new and continuing students.
18. Through implementation of the Residential Learning Community philosophy and family education model, coordinate the development and facilitation of extra-curricular and co-curricular activities/programs that promote personal growth and student success.
19. Provide support to student organizations. Prepare publicity and promotion of activities, programs, and events for students.
20. Coordinate production of quarterly calendar of events for residence students.
21. Supervise and train Student Resident Advisors; monitor work performance for accuracy and completeness in accordance with Department and College goals and objectives.
22. Participate in training, conferences, meetings and committees as needed.
23. Maintain student life housing database with resident information.
24. Apply resident charges to be billed to student accounts.
25. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position directs and supervises staff, including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS REQUIRED to perform this position successfully:

Minimum Qualifications:

- Associate degree required with willingness to pursue bachelor's degree. Selected applicant who does not have a bachelor's shall be required to sign an agreement to pursue his/her bachelor's degree.
- Experience in developing and managing budgets and third party vendor relationships.
- Excellent leadership and administrative skills.
- Strong problem-resolution skills and ability to handle confidential and proprietary information with utmost discretion.
- Understanding of student development issues in post-secondary education.
- Ability to represent the College in a positive and professional manner and work under stressful situations.
- Ability to maintain high professional standards and work relationships with an attitude of customer service.
- Outstanding interpersonal and communication skills.
- Cooperative attitude and genuine concern for students and staff.
- Computer skills, including proficiency in Excel, Word and Outlook.

Preferred Qualifications:

- Bachelor's degree in related field.
- Experience working with a tribal college and/or a tribal community.
- Experience working in a college setting and in a team environment.
- Experience with and sensitivity to Native American people and cultural customs.

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of college transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who are not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at www.nwic.edu/jobs or may be requested from and submitted directly to:

Human Resources
Northwest Indian College
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: (360) 392-4230
Email: employment@nwic.edu