

## DIRECTOR OF RESIDENTIAL LIFE

### JOB SUMMARY/OBJECTIVE

Reporting to the Dean of Students, the Director of Residential Life is responsible for managing the administrative, programmatic, and supervisory tasks associated with creating a vibrant student life program. The Director of Residential Life will develop and maintain a Residential Life program that complements and supports the mission of the University and enriches the quality of student life on campus. A top priority for the position is to build a Residential Life program that honors diversity and access and celebrates the engagement of all of Ozarks' students. The Director of Residential Life will be an experienced, student-focused professional, of the highest integrity, who will foster excellent working relationships with all constituents of the University community and provide exceptional service. The Director will supervise the residence hall directors. This is a 12 month, full time, live-in position.

### RESPONSIBILITIES

- Provide visionary leadership in the continuous development and assessment of a comprehensive Residential Life program, which facilitates key student learning outcomes, institutional retention, and supports the University's mission, vision, and strategic goals
- Supervision of Residence Hall Directors and oversee their supervision of all student employees
- Development and implementation of operational guidelines, policies, and procedures, with direct management of the Residential Life operating and programming budgets
- Ensure diversity, access, and inclusion are integral to the design, planning, and implementation of all programs and services provided by Residential Life
- Create, implement, and assess programs informed by applicable research, effective practices, and professional standards
- Participate in institutional effectiveness measures including annual goals, objectives, planning, and assessment of learning outcomes
- Serve as a member of the Student Life on-call rotation
- Serve as a university-level conduct officer within the institution's student conduct process
- Work directly with the university facilities leadership team to ensure a high level of facility care and response
- Serve as a member of the Ozarks iCare Team to provide assistance and follow up on students in need of additional support
- In collaboration with the Director of Public Safety and staff, oversee safety programs and coordinate emergency planning for Residential Life and Housing
- Respond in a collaborative manner to the needs and concerns of students, parents, and other relevant stakeholders
- Evening and weekend responsibilities, as well as other relevant duties assigned by the Dean of Students

### SKILLS AND ABILITIES

- High level of comfort with frequent student contact and being accessible outside of traditional office hours
- Supervisory experience and the ability to advise diverse student groups
- Demonstrated ability to successfully balance, prioritize, and manage multiple tasks in an active, fast-paced environment, while providing superior constituent service
- Knowledge of current developments/trends, as well as best practices, in residential life and housing
- Demonstrated commitment to work in a collaborative team-oriented, student-centered environment
- Excellent oral, written, computer, problem-solving, critical thinking, and fiscal management skills

## QUALIFICATIONS

- Master's degree in student personnel, higher education administration, or other related field
- A minimum of 3-5 years of progressively responsible, full-time professional experience, in residence life and housing on a college or university campus

*University of the Ozarks reserves the right to consider an equivalent combination of education, training, and/or experience necessary to perform successfully the major duties and responsibilities of the position.*

## APPLICATION PROCEDURES

Send a letter of interest, résumé, and three to five professional references to:

[HumanResources@ozarks.edu](mailto:HumanResources@ozarks.edu)

## ABOUT UNIVERSITY OF THE OZARKS

**About University of the Ozarks:** Ranked in the Top 10 of Southern region comprehensive baccalaureate institutions by U. S. News & World Report, University of the Ozarks is a Presbyterian-related institution that blends liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The University has been rated as having the second most diverse student body in a 12-state region. The University serves approximately 800 undergraduate students on a beautiful campus in Clarksville, Arkansas, located along Interstate-40 approximately 90 miles northwest of Little Rock, and nestled between the Arkansas River and the Ozark Mountains. The University serves students from diverse religious, cultural, educational and economic backgrounds and welcomes students from throughout the U.S. and from more than 20 countries around the world. Knowing that diversity contributes to academic excellence and rich and rewarding communities, Ozarks is committed to recruiting and retaining a diverse faculty, staff, and student body. The University is especially interested in applicants with diverse backgrounds and experiences and those with a successful record of working with diverse students, including historically underrepresented minority students and other underserved populations. Recent campaigns have enhanced facilities, academic programs, and other campus initiatives. For more information about the University of the Ozarks, visit [www.ozarks.edu](http://www.ozarks.edu)