**Residence Director**

**Please see Special Instructions for more details.**

Interested applicants must submit a cover letter which addresses how professional experiences **align with identified required and preferred qualifications of the position**, a current resume, and the names, e-mail addresses, and telephone numbers of three (3) professional references. References will not be contacted without prior notification of candidates.   
  
If you have questions, please contact Anthony King, [**anthony.king@colostate.edu**](mailto:anothon.king@colostate.edu)

First review of applicant materials will be April 12, 2023, but applications will continue to be accepted and reviewed on a rolling basis as positions become available. This pool is valid through September 30, 2023, at 11:59 PM MST. Individuals wishing to be considered beyond this date must reapply.

Please note: This is a live-in position.

**Posting Details**

Posting Detail Information

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| **Working Title** | Residence Director - OPEN POOL |
| **Position Location** | Fort Collins, CO |
| **Work Location** | Position is fully in-office/in-person |
| **Research Professional Position** | No |
| **Posting Number** | 202300576AP |
| **Position Type** | Admin Professional/ Research Professional |
| **Classification Title** |  |
| **Number of Vacancies** |  |
| **Work Hours/Week** |  |
| **Proposed Annual Salary Range** | $45,000 - $55,000 |
| **Employee Benefits** | Colorado State University (CSU) is committed to providing employees with a strong and competitive benefits package that supports you, your health, and your family. Visit CSU’s Human Resources website for detailed benefit plan information for permanent full-time and part-time faculty and administrative professional employees in the following University benefit areas: [**https://hr.colostate.edu/hr-community-and-supervisors/benefits/benefits-eligibility/**](https://hr.colostate.edu/hr-community-and-supervisors/benefits/benefits-eligibility/) & [**https://hr.colostate.edu/prospective-employees/our-perks/**](https://hr.colostate.edu/prospective-employees/our-perks/). |
| **Desired Start Date** |  |
| **Position End Date (if temporary)** |  |
| **To ensure full consideration, applications must be received by 11:59pm (MT) on** | 09/30/2023 |
| **Description of Work Unit** | Housing & Dining Services (HDS) is a multifaceted auxiliary organization responsible for management of on-campus housing facilities, residential dining, conferences, and the CSU Mountain Campus. Other areas within HDS include the RamCard, communications, sustainability, facilities, human resources, technology services, workplace inclusion, talent management, outreach, and business services. Approximately 450 full-time staff and 1,700 hourly and student staff serve the nearly 8,000 students who live on campus, as well as numerous campus and community guests. We strive to provide our residents and guests with safe living environments, quality dining, and exceptional co-curricular experiences. We accomplish this through sound fiscal and operational management strategies, and an emphasis on the development of programs and services that are designed to enhance personal growth and global engagement. Our staff exemplify our values of customer first service, commitment to students and staff, integrity, respect and teamwork, inclusiveness and diversity, innovation, and stewardship in support of the CSU Principles of Community.  University Housing is responsible for 15 on-campus residence halls and four apartment communities housing nearly 8000 residents ranging from first-year students to families. The mission is to create vibrant and inclusive communities throughout students’ on-campus housing experience, while enhancing learning, personal/social growth, and global engagement. Our goal is to provide University Housing staff inclusive environments that fosters holistic professional development, which supports their work with students, campus partners and guests in a variety of areas in their lives and develops learning communities where residents can thrive and be retained as successful students.  Founded in 1870, Colorado State University is among the nation’s leading research universities and enrolls approximately 32,000 undergraduate, graduate, and professional students. Located an hour north of the Denver metro area, Fort Collins is a vibrant community of approximately 157,000 residents that offers the convenience of a small town with all of the amenities of a large city. Fort Collins is situated on the Front Range of the Rocky Mountains with views of 14,000 foot peaks, and offers access to numerous cultural, recreational and outdoor opportunities. |
| **Position Summary** | The Residence Director is responsible for fostering an environment for students conducive to both personal and professional growth and achieving the objectives of a successful University Housing program that connects to the academic mission of CSU. This position coordinates and administers all aspects of a University Housing program in one residence hall/residential complex, possibly including the development and support of a Residential Learning Community and/or Themed Community.  Responsibilities associated with this student-centered position may include the following: creating connections and implementing student learning strategies within a residence hall/residential complex of approximately 400-900 students, based on a curricular approach; selecting, training, supervising and evaluating graduate and undergraduate student staff; coordinating a Residential Learning Community (RLC) with staff, students, and faculty; mentoring students related to academic success; developing and nurturing student leaders; advising student organizations; developing and implementing learning opportunities; adjudicating student conduct hearings; providing individual assistance to students, including supporting students of concern; coordinating summer housing operations; and other duties as assigned.  The selected candidate will be well-organized and able to work well under pressure with multiple and consistently changing priorities. To be successful in this position, the Residence Director must have excellent interpersonal and written communication, organizational skills, supervision skills and experience with taking initiative. In addition, the Residence Director will need a strong ability to establish and maintain effective and collaborative working relationships with multiple constituents including campus offices, students, staff, faculty members and various other community groups. An expressed and demonstrated commitment to diversity & social justice and student development is critical for this position.  In addition, experience working with diverse individuals such as non-traditional aged, religiously diverse, gender, international, people with disabilities, gay, lesbian, bisexual and transgender, and persons of color is essential to be effective in the Residence Director position. |
| **Required Job Qualifications** | * Bachelor’s degree in related field by start date. * Demonstrated commitment to student development and community development. * A demonstrated knowledge of, and relevant ability to work with culturally diverse communities. |
| **Preferred Job Qualifications** | * Master’s degree in Student Personnel, Higher Education, Counseling or a related field by start date. * Demonstrated commitment to academic success (i.e., working with residential learning communities, faculty members, academic focus programs/initiative, etc.). * Student Conduct experience. * Crisis Management experience * Previous supervision experience (minimum of 9 months experience) * Previous University Housing live-in experience. |
| **Diversity Statement** | Personal and professional commitment to diversity and inclusion as demonstrated by involvement in teaching, research, creative activity, service to the profession and/or diversity/inclusion activities. |

Essential Duties

Application Details

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| --- | --- |
| **Special Instructions to Applicants** | Interested applicants must submit a cover letter which addresses how professional experiences **align with identified required and preferred qualifications of the position**, a current resume, and the names, e-mail addresses, and telephone numbers of three (3) professional references. References will not be contacted without prior notification of candidates.   If you have questions, please contact Anthony King, [**anthony.king@colostate.edu**](mailto:anothon.king@colostate.edu)  First review of applicant materials will be April 12, 2023, but applications will continue to be accepted and reviewed on a rolling basis as positions become available. This pool is valid through September 30, 2023, at 11:59 PM MST. Individuals wishing to be considered beyond this date must reapply.  Please note: This is a live-in position. |
| **Conditions of Employment** | Pre-employment Criminal Background Check (required for new hires) |
| **Search Contact** | Anthony King, anthony.king@colostate.edu |
| **EEO Statement** | Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity/expression, or pregnancy in its employment, programs, services and activities, and admissions, and, in certain circumstances, marriage to a co-worker. The University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity and equal access institution and affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The [**Office of Equal Opportunity**](https://oeo.colostate.edu/) is located in 101 Student Services.  The Title IX Coordinator is the Director of the Office of Title IX Programs and Gender Equity, 123 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-1715, [**titleix@colostate.edu**](mailto:titleix@colostate.edu).  The Section 504 and ADA Coordinator is the Director of the Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836, [**oeo@colostate.edu**](mailto:oeo@colostate.edu).  The Coordinator for any other forms of misconduct prohibited by the University’s Policy on Discrimination and Harassment is the Vice President for Equity, Equal Opportunity and Title IX, 101 Student Services Building, Fort Collins, Co. 80523-0160, (970) 491-5836, [**oeo@colostate.edu**](mailto:oeo@colostate.edu).  Any person may report sex discrimination under Title IX to the [**Office of Civil Rights, Department of Education**](https://www2.ed.gov/about/offices/list/ocr/docs/howto.html). |
| **Background Check Policy Statement** | Colorado State University strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks for the finalist before a final offer. The type of background check conducted varies by position and can include, but is not limited to, criminal history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will also be conducted when required by law or contract and when, in the discretion of the University, it is reasonable and prudent to do so. |

**References Requested**

References Requested

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| **Minimum Requested** | 3 |
| **Maximum Requested** | 3 |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Applicant Documents**

**Required Documents**

1. Cover Letter
2. Resume

**Optional Documents**