**Area Director for Academic Initiatives**

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

When applying you will be required to attach the following electronic documents:

1) A resume/CV; and

2) A cover letter indicating how your qualifications and experience have prepared you for this position.

You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.

For additional information please contact:  
Ben Medeiros  
Ben.medeiros@oregonstate.edu  
(541) 737-1153

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

OSU will conduct a review of the National Sex Offender Public website prior to hire.  
  
Starting salary within the salary range will be commensurate with skills, education, and experience.  
  
OSU is a fair chance employer committed to inclusive hiring. We encourage applications from candidates who bring a wide range of lived experience including involvement with the justice system. This job has “critical or security-sensitive” responsibilities. If you are selected as a finalist, your initial job offer will be contingent upon the results of a job-related pre-employment check (such as a background check, motor vehicle history check, sexual misconduct reference check, etc.). Background check results do not automatically disqualify a candidate. Take a look at our [**Background Checks**](https://hr.oregonstate.edu/careers/background-checks) website including the [**for candidates**](https://hr.oregonstate.edu/careers/candidates) section for more details. If you have questions or concerns about the pre-employment check, please contact OSU’s Employee and Labor Relations team at [**employee.relations@oregonstate.edu**](mailto:employee.relations@oregonstate.edu).

**Position Details**

Position Information

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| **Department** | Univ Housing and Dining (MHD) |
| **Position Title** | Manager 1-Student Servs |
| **Job Title** | Area Director for Academic Initiatives |
| **Appointment Type** | Professional Faculty |
| **Job Location** | Corvallis |
| **Benefits Eligible** | Full-Time, benefits eligible |
| **Remote or Hybrid option?** |  |
| **Job Summary** | **University Housing and Dining Services is seeking an Area Director for Academic Initiatives. This is a full-time (1.00 FTE), 12-month, professional faculty position.**  Area Directors are employees of Residential Education, a unit of University Housing & Dining Services (UHDS). Supervised by an Associate or Assistant Director, the Area Director is a 12-month, live-on professional responsible for the administration of a functional area within Residential Education (Leadership and Community Development, Academic Initiatives, and Conduct and Community Standards) with direction from an Assistant or Associate Director as well as the direct supervision of one or more Resident Directors. The Area Director for Academic Initiatives(ADAI) supervises the Academic Learning Assistants and assists an Assistant Director in the implementation and management of the department’s academic initiatives. The ADAI plays an integral role in engaging students to enrich their lives to help residents thrive academically, personally, and socially, as well as find a connection to the institution. The ADAI supervises professional and student staff in creating safe, educational, caring, and inclusive communities.  Residential Education Staff are committed to improving health, creating transformative learning environments, and equalizing success for all of our residential students. The values of the department as a whole include trust and respect, community, shared leadership, authentic relationships, creativity and innovation, and stewardship.  UHDS’ vision is to engage our students, enrich their lives and help them thrive. UHDS strives to provide students, faculty, staff, and guests with safe, economical, convenient, and comfortable living and dining options, and the department works to maintain the highest educational and service standards. On the Corvallis Campus UHDS houses 5,000 students and offers a variety of living and dining options in 15 residence halls, three dining centers, two coffee shops, a market, and apartments. UHDS operates the Housing & Dining program at OSU-Cascades, and is developing student housing at the Hatfield Marine Science Center in Newport. UHDS is an auxiliary enterprise and is funded solely by customers who use our services — we receive no State or General fund allocation. UHDS is committed to an appreciation for diversity, and fosters an open, respectful and enjoyable living, learning and working environment.  Personal and professional commitments to providing excellent customer service and creating inclusive environments are core values of UHDS. This position will adhere to all OSU and UHDS policies and procedures, and applicable laws both on and off campus. |
| **Why OSU?** | **Working for Oregon State University is so much more than a job!**  Oregon State University is a dynamic community of dreamers, doers, problem-solvers and change-makers. We don’t wait for challenges to present themselves — we seek them out and take them on. We welcome students, faculty and staff from every background and perspective into a community where everyone feels seen and heard. We have deep-rooted mindfulness for the natural world and all who depend on it, and together, we apply knowledge, tools and skills to build a better future for all.  **FACTS:**  **•** Top 1.4% university in the world **•** More research funding than all public universities in Oregon combined **•** 1 of 3 land, sea, space and sun grant universities in the U.S. **•** 2 campuses, 11 colleges, 12 experiment stations, and Extension programs in all 36 counties **•** 7 cultural resource centers that offer education, celebration and belonging for everyone **•** 100+ undergraduate degree programs, 80+ graduate degrees plus hundreds of minor options and certificates **•** 35k+ students including more than 2.3k international students and 10k students of color **•** 217k+ alumni worldwide **•** For more interesting facts about OSU visit: [**https://oregonstate.edu/about**](https://oregonstate.edu/about)  **Locations:**   Oregon State has a statewide presence with campuses in Corvallis and Bend, the OSU Portland Center and the Hatfield Marine Science Center on the Pacific Coast in Newport.  Oregon State’s beautiful, historic and state-of-the-art main campus is located in one of America’s best college towns. Corvallis is located close to the Pacific Ocean, the Cascade mountains and Oregon wine country. Nestled in the heart of the Willamette Valley, this beautiful city offers miles of mountain biking and hiking trails, a river perfect for boating or kayaking and an eclectic downtown featuring local cuisine, popular events and performances.  **Total Rewards Package:**  Oregon State University offers a [**comprehensive benefits package**](https://hr.oregonstate.edu/benefits/prospective-employee) with benefits eligible positions that is designed to meet the needs of employees and their families including: **•** Medical, Dental, Vision and Basic Life. OSU pays 95% of premiums for you and your eligible dependents. **•** Free confidential mental health and emotional support services, and counseling resources. **•** Retirement savings paid by the university. **•** A generous paid leave package, including holidays, vacation and sick leave.  **•** Tuition reduction benefits for you or your qualifying dependents at OSU or the additional six Oregon Public Universities. **•** Robust Work Life programs including Dual Career assistance resources, flexible work arrangements, a Family Resource Center, Affinity Groups and an Employee Assistance Program.   Future and current OSU employees can use the [**Benefits Calculator**](https://hr.oregonstate.edu/benefits/new-employees/benefits-calculator) to learn more about the full value of the benefits provided at OSU. |
| **Key Responsibilities** | **25% Academic Initiatives**  **25% Supervision**  **20% Administration**  **15% Crisis Management and Conflict Resolution**  **10% Student Conduct**  **5% Community Development and Advising** |
| **What You Will Need** | * Master’s degree in College Student Services, Educational Leadership, or related field * Two years of professional experience within Student Affairs * Demonstrated ability to manage priorities and tasks * Demonstrated staff supervision skills * Demonstrated ability to establish and maintain partnerships with university staff and faculty * Demonstrated commitment to promoting and enhancing diversity * Demonstrated knowledge and/or experience required to manage crisis response * Prior experience working with living-learning communities, university academic initiatives, and / or tutoring program implementation * Ability to create and maintain successful academic environments * Basic competence with technology (e-mail, word processing, social media websites, spreadsheets, and databases)   *This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per University Standard: 05-010 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months.* |
| **What We Would Like You to Have** | * Two or more years of professional experience in Operations and/ or Residential Education * Professional staff supervision experience * Ability to foster an environment for a staff that encourages a high level of student service * Experience working with underrepresented students on a college campus * Ability to foster the development of students or groups of students through student group or organization advisement * Demonstrated ability to communicate clearly and effectively both orally and in written form |
| **Working Conditions / Work Schedule** | Because of the nature of the position and the need to respond frequently and quickly to incidents across campus, a furnished apartment and meal plan are provided to the employee as a convenience to the department and institution.  This position often works irregular hours and requires frequent night and weekend work. |
| **Pay Method** | Salary |
| **Pay Period** | 1st through the last day of the month |
| **Pay Date** | Last working day of the month |
| **Recommended Full-Time Salary Range** | $44,496-$75,516 |
| **Link to Position Description** | [**https://jobs.oregonstate.edu/position\_descriptions/154625**](https://jobs.oregonstate.edu/position_descriptions/154625) |

Posting Detail Information

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| **Posting Number** | P08108UF |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 08/01/2024 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 05/24/2024 |
| **Full Consideration Date** |  |
| **Closing Date** | 06/07/2024 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** | When applying you will be required to attach the following electronic documents:  1) A resume/CV; and  2) A cover letter indicating how your qualifications and experience have prepared you for this position.  You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.  For additional information please contact: Ben Medeiros Ben.medeiros@oregonstate.edu (541) 737-1153  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  OSU will conduct a review of the National Sex Offender Public website prior to hire.  Starting salary within the salary range will be commensurate with skills, education, and experience.  OSU is a fair chance employer committed to inclusive hiring. We encourage applications from candidates who bring a wide range of lived experience including involvement with the justice system. This job has “critical or security-sensitive” responsibilities. If you are selected as a finalist, your initial job offer will be contingent upon the results of a job-related pre-employment check (such as a background check, motor vehicle history check, sexual misconduct reference check, etc.). Background check results do not automatically disqualify a candidate. Take a look at our [**Background Checks**](https://hr.oregonstate.edu/careers/background-checks) website including the [**for candidates**](https://hr.oregonstate.edu/careers/candidates) section for more details. If you have questions or concerns about the pre-employment check, please contact OSU’s Employee and Labor Relations team at [**employee.relations@oregonstate.edu**](mailto:employee.relations@oregonstate.edu). |

**Supplemental Questions**

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

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**

1. VETERANS ONLY: Must provide proof of Veteran Status (DO NOT upload any unrelated documentation - information uploaded to this field will be removed once reviewed)