



Posting Date: December 2023

Position: Director of Residence Life and Student Engagement and Leadership
Department: Student Development and Success
Hours per Week: 40 hours, 12-month

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

The College is seeking applicants for a **12-month, full-time Director of Residence Life and Student Engagement and Leadership** located in Milwaukee, WI. Alverno College health, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

Primary Duties and Responsibilities

*The following information is not meant to be all-inclusive.
Other duties and responsibilities may be assigned as necessary.*

The Alverno College Director of Residence Life and Student Engagement and Leadership is a central leader in the Student Development and Success division, ensuring a meaningful co-curricular experience for students. The Student Development and Success team of educators works passionately to support, educate and empower students in creating a vibrant campus culture of success that encourages each student to reach their unique potential as an effective community member and leader. This position will work collaboratively with the other areas of Student Development and Success to create a vibrant campus environment through community development, programming and the residential experience. This is a full-time position involving considerable evening and weekend work.

Supervisory Responsibilities

- Direct supervision professional staff in Residence Life and Student Engagement and Leadership
- Carry out supervisory responsibilities in accordance with the College's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems
- Co-advise, taking the primary lead, Alverno College Student Government

Administrative Responsibilities

- Implement efforts to create a vibrant learning community in which students become engaged, take ownership for their environment, respect the rights of others, are held accountable for their behavior, and learn to balance personal needs with the needs of the community
- Coordinate regular meetings with the Residence Life and Student Engagement and Leadership Staff
- Respond to emergency situations, behavior concerns, and security issues
- Facilitate conflict resolution sessions with students when their conflicts remain unresolved
- Manage and track Residence Hall statistics as it relates to alcohol education, communication, and conduct and report statistics to college officials as appropriate to remain in compliance (Clery).



- Review all incident reports, maintain appropriate conduct reports, and meet with students
- Oversee StarRez modules for contract tracking, housing, and Residence Life Functions
- Provide support and advocacy for students with concerns and provide appropriate referrals as necessary
- Review and edit Residence Life and Student Organization Handbooks
- Participate in the Residence Life on-call rotation (est 1.5 wk/mo)

Budget and Operational Responsibilities

- Monitor and give input on Residence Life and Student Engagement and Leadership Budgets
- Prepare revenue and occupancy projections for the residence halls.
- Recommend capital improvements and sit on any residence life renovation or construction project committees
- Market the residence halls to new and continuing students
- Manage processes and procedures related to housing including contracts, billing, break housing, and new/returning student sign-up
- Track and analyze departmental statistics (participation, occupancy, conduct, etc) and distribute as appropriate

Community Relations

- Develop and implement leadership development opportunities to support skill development for Alverno College students
- Chair Community Day Committee
- Lead diversity, equity and belonging activities for campus, specifically the Hispanic Serving Institution initiatives
- Serve as a member of the Student Development and Success division team and collaborate with colleagues from other departments to accomplish timely completion of projects and maintain smooth operations
- Collaborate closely with Accessibility Coordinator on serving students and working with faculty and staff
- Collaborate with Campus Partners to develop innovative on camps programs that directly support retention and persistence of Alverno student, such as learning communities or a curricular approach to Student Engagement.

Professional Development

- Ensure open communication between professional staff and students
- Ensure paraprofessionals (CAs) and student leaders (student organization leader, desk workers, etc.) received proper education and professional development to perform their roles effectively
- Participate in department meetings, retreats, student programs, official college functions when appropriate, and other duties and responsibilities as assigned by the Dean of Students
- Remain updated on trends and issues related to residence and campus life
- Maintain communication with other colleges, professional peers, and professional organizations to remain current in areas of responsibility. Campus Memberships may include: ACPA or NASPA, ASCA, ACUHO-I, UMR-ACUHO, WAIE, WCPA, and the WAICU meetings.

College Responsibilities

- Stay current in College Compliance effecting Residence Life and Student Engagement and Leadership including Title IX, Clery Act, ADA, and other policies.
- Comply with safety procedures and maintain clean and orderly work areas
- Participate on the following committees: Department Head Forum, Retention and Enrollment task force, and other committees as appropriate
- Serve as a liaison within the Alverno Community regarding residence and student life
- Demonstrate ability to balance student needs in relation to department and college goals
- Perform other tasks as necessary to support the College mission



Qualifications and Education

- Master's degree in Student Personnel or related field required
- Experience in Residence Life strongly preferred
- Requires an extensive understanding of student development
- Must be able to work with confidential information
- Established facilitation/training skills preferred
- Demonstrated strengths in supervision and program development, as well as strengths in administrative organization (e.g., ability to prioritize heavy workload, taking initiative, communication, problem solving, multi-tasking).
- Demonstrated ability to work in a team setting & work effectively with a variety of audiences and departments
- Demonstrated multicultural competence and ability to work in diverse contexts
- Requires good judgment and problem-solving skills including the ability to calmly respond to emergencies
- Requires excellent written and oral communication skills.
 - Requires the ability to communicate and respond to both internal and external customers professionally and in a timely manner. Must have the ability to read, interpret, write, and complete documents.
- Valid driver's license with a driving record that meets the qualifications of an approved Alverno driver
- Working knowledge of Microsoft Office (Outlook, Word, Excel, Access, Publisher) including database management
- Requires the ability to freely move throughout the facility and grounds and regularly talk and hear. Must have the ability to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.

How to Apply

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

Please attach your cover letter, resume, and list of references to the online application

Alverno College is an Equal Opportunity Employer and committed to workplace diversity