Vacancy Announcement
~ Residence Director ~

Anticipated Starting Date: July 1, 2015

Job Number: A4D017

Position Description: This Residence Director is a full-time, live-in, twelve-month administrative appointment that is responsible for the overall administration of a residence hall or area with approximately 150 to 350 residents and 6-9 paraprofessional staff members. Other duties include community development, supervising paraprofessional staff, working closely with faculty, staff, and other offices on campus as well as with off-campus organizations. The Residence Director will meet with residents concerning their college experience, academic plans, strategies for success, and adjudication of student conduct issues. Additional responsibilities include advising hall council, serving on campus committees as needed, and be actively involved in the success and retention of residents in the area of responsibility and the campus community. The Residence Director must be committed to student development, especially as part of a Hispanic Serving Institution that is devoted to providing opportunity and access for all students, including a significant population from rural, first-generation, and low-income backgrounds.

Required Qualifications:
* Bachelor’s Degree in related field.
* Two years of experience in residence life, academic advising, counseling or other student affairs field.
* Must have lived in campus housing  
  * Knowledge of community development principles
* Knowledge of student conduct practices  
  * Ability to work independently and as part of a team
* Supervisory/Administrative skills  
  * Knowledge of selection and training of paraprofessional staff
* Strong interpersonal communication  
  * Knowledge of crisis intervention strategies
* Basic computer capabilities  
  * Commitment to individuals from culturally diverse backgrounds

Salary: Starting salary range is $25,500 - $27,000/year depending on hall placement and/or experience, unfurnished apartment, a meal plan when cafeteria is open, and a comprehensive benefits package.

Applications: First review of completed applications will begin May 25th, 2014. Applicants must submit:
1. Letter of application addressing interest in and qualifications for the position
2. Resume
3. Listing of three professional references names, addresses and telephone numbers, two of whom have had direct supervisory experience with applicant

Adams State University is dedicated to providing a safe and secure environment for our faculty, staff, students and visitors. To assist in achieving that goal, we conduct background checks on persons offered positions at the college prior to employment as described in the background check policy, available at the following web site:
http://adams.edu/administration/hr/background_check_policy.pdf.

Send all application materials to: Mark Pittman, Assistant Director of Housing & Residence Life
(electronic submissions preferred)
Adams State University
Alamosa, CO 81101
(719) 587-8274
E-mail: markpittman@adams.edu

An Affirmative Action/Equal Opportunity Employer
Adams State University is particularly interested in applications from women and minorities.

A full position description is available from the contact person listed. Adams State University is an Equal Opportunity/Affirmative Action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability and as covered by law, veteran status. In addition, college policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation, marital status and parental status.

In compliance with the immigration and Control Act of 1986, Adams State University Employees must provide proof of identity and eligibility to work in the United States before an offer of employment can be made final.