



POSITION ANNOUNCEMENT

Position: Director of Residence Life and Student Conduct
Department: Student Life
Reports to: Dean of Students

As an integral member of the Department of Student Life, the Director of Residence Life and Student Conduct supports the mission, core values, and learning outcomes of Anderson University and the Department of Student Life by cultivating a healthy and safe residential environment that nurtures student learning, spiritual growth, and mutual respect. The Director of Residence Life and Student Conduct provides leadership for residence life programming, manages all aspects of the housing process, oversees departmental budgets, and enforces housing and student conduct policies with priority placed on equity and restorative justice.

Responsibilities:

1 Residence Life

The Director of Residence Life and Student Conduct works collaboratively with the student life directors and leads the residence life team to cultivate a dynamic residential experience for students by:

- a. Leading and developing all members of the residence life team
- b. Collaborating with the residence life team and other internal and external constituents to offer co-curricular and extracurricular programming for residential students
- c. Responding to and providing leadership for all residential emergencies/crises. The expected standard response time shall be: 15 minutes via phone and within 30 minutes in person
- d. Engaging in professional development opportunities and professional residence life communities
- e. Championing the value of the residential student experience across campus and to prospective students

2 Student Conduct

The Director of Residence Life and Student Conduct serves as the primary conduct officer for students who violate the university's student standards and expectations as outlined in the student handbook. As such, the Director of Residence Life and Student Conduct must:

- a. Employ a restorative justice approach to the conduct process
- b. Clearly communicate the conduct process to all appropriate parties, including student's rights, responsibilities, and protections
- c. Document and store all incident reports, statements, meetings, conversations, and resolutions responsibly
- d. Engaging in professional development opportunities and professional student conduct communities
- e. Commit to the ongoing assessment and adjustment of student conduct policies and processes to more fully promote equity, student learning, health and safety, mutual respect, and restoration

3 Administrative

The Director of Residence Life and Student Conduct collaborates with campus partners and student life directors while leading the residence life team through the operational management of all residence life, housing, and student conduct related policies, processes, communications, and office management. The administrative responsibilities include, but are not limited to:

- a. Assessing and adjusting student housing policies and processes
- b. Managing all residence life budgets
- c. Serving as a liaison between student life and auxiliary services
- d. Coordinating annual residence life surveys/assessments
- e. Managing the off-campus housing processes

4 Serve on committees, attend and contribute to various staff and student meetings.

Qualifications:

Required

- Completion of Master's Degree in student affairs or related field
- 3+ years of professional experience in residence life or related field
- Ability to articulate the value of the residential student experience
- Ability to articulate a working knowledge of restorative justice conduct models
- Ability to lead a professional staff
- Ability to work some evenings and weekends
- Willingness to honor institutional policies and guidelines. Must meet University lifestyle expectations.

Highly Desired

- 5+ years of professional experience in residence life or related field
- Previous cross-cultural experiences and/or intercultural training
- Ability to manage multiple tasks/projects simultaneously
- Experience using housing management platforms (Adirondack preferred)
- Proficiency with Google Suite

Benefits: This is a full-time, 92% FTE position. Eligibility for University benefits.

Position Available: Immediately. Review of candidates will begin immediately and continue until the position is filled.

Qualified and interested candidates should submit a letter of interest, resume and [employment application](#) to staffjobs@anderson.edu. Final candidates are expected to provide an official transcript. Persons with an application on file or qualified university employees may submit a letter of interest to staffjobs@anderson.edu. Current employees are also expected to notify their supervisor of interest in this position. Background check is required.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.