Position Title: Director of Residence Life

Job Bulletin Number: 103255

Classification: Administrator II

Department: Dean of Students

Full/Part-time: Full-time

Employment Type: MPP – this position is part of the California State University Management Personnel Plan (MPP). No tenure or permanent status can be achieved within the MPP.

Bargaining Unit: M80

Pay Plan: 12 month

Salary Range: Hiring salary anticipated to be $90,000 - $110,000 commensurate with education and experience.

Benefits: Premium benefit package includes outstanding health, dental and vision plans; life and disability insurances; pension (CalPERS); tuition fee waiver; and 14 paid holidays per year. See our benefits website for additional information.

Special Conditions: Incumbent must live within a 10-15-mile radius of campus to be able to respond to campus emergencies. Satisfactory completion of a Background check including fingerprinting.

Closing Date: Open until filled. A review of applications will begin Monday, January 4, 2021 and the review period may end at any time thereafter.

POSITION SUMMARY:
Reporting to the Dean of Students and/or Vice President of Student Affairs and Cadet Development (VPSACD) and working closely with campus constituencies and in partnership with the VPSACD, the Director of Residence Life (DRL) will provide outstanding leadership for student support in the context of a maritime academy environment. This position serves on the VPSACD leadership team and, as such, is involved in division wide problem-solving regarding cadet concerns.
The DRL is responsible for establishing and maintaining positive relationships and lines of communication with faculty, staff, and students to ensure high-quality and engaging services that facilitate student success.

The DRL is responsible for the leadership and management of operations, residential education programs, and promotion of a comprehensive residential living program with a strategic vision including significant growth. The DRL provides visionary leadership of Housing Operations and Residential Education, assures student development, creates and assesses learning outcomes for Residential Education, establishes and maintains retention practices and data, participates in setting and achieving room and board revenue goals and assumes overall responsibility for all facets of housing. The DRL collaborates with various campus departments including Dining Services, Student Accounts, Facilities, Human Resources, Dean of Students’ office, Office of the Commandant, Student Health Center, Library, etc.

1) Housing Operations includes oversight for all housing facilities. Overseeing all maintenance and custodial operations to maintain the residential facilities in the best condition is vital for our students to learn and succeed in their environment. This includes the creation of regular preventative maintenance plans, refresh schedules, and collaboration with the Director of Facilities Planning and Director of Facilities Operations to ensure optimal efficiency and quality of life for our students and live-in staff.

2) Residence Life/Residential Education includes providing the vision and direction for a staff of professionals and paraprofessionals dedicated to creating and maintaining housing environments where students can live, learn, and succeed. This includes fostering an environment for students to participate in an array of opportunities such as: leadership learning, social and educational programming, clubs, activities, community responsibility, and self-governance.

The DRL is responsible for setting the vision and operational agenda for all programs in Housing & Residential Life and for maintaining an ongoing system of evaluation and assessment of an array of staff, programs, and activities. The Housing Department staff consists of: DRL, Lead Coordinator of Residence Life, Company Commandants, and various levels of student staff including Residence Hall Officers, Office Assistants, Mail Room Student Workers, Summer Student Assistants, etc. This position works closely with Enterprise Services on the operations and facilities aspects of the housing program.

**HOW TO APPLY:** Interested parties should submit the Cal Maritime Employment Application, a cover letter and resume. Apply on-line at [http://www.csum.edu/web/hr/careers](http://www.csum.edu/web/hr/careers).

**ABOUT THE CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY:**
Established in 1929, California State University Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Located on a scenic waterfront site in Vallejo, the campus serves a student population of approximately 1100 undergraduates and 50 graduate students. The campus currently offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master’s degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

**MAJOR RESPONSIBILITIES:**

**Management on Student Affairs Team**
- Serve as key leader to VPSACD, offering consult and problem solving around issues impacting cadets.

**Housing and Residence Life Operations Management**
- Assumes primary responsibility in developing, executing, and managing housing operations and residential education for a 730+ bed program during the academic year and a summer conference program.
- Provides direction to a staff of residence life professionals and paraprofessionals.
- Accountable for sound fiscal management of approximately $3.9 million in annual revenue.
- Responsible for management and maintenance of strategic plans for housing and residential education.
- Works with Administration & Finance, Campus Planner, and Facilities Management in the development and implementation of preventative maintenance plans to ensure compliance with federal, state and institutional safety regulations.
- Maintains database of residence hall furniture and cosmetic work and ensures regular upkeep and condition of residential facilities.
• Coordinates with Student Accounts in prorating housing costs for students who arrive late, exit the university early, and/or buy out a single room.
• Oversees administration of room assignment, room inspection, room change, room inventory, and room billing processes via StarRez.
• Assumes responsibility for planning of future buildings.
• Oversees marketing for Housing & Residential Life operations.
• Work closely with Administration & Finance to set annual room rates and revenue projections.
• Be available for campus emergencies after hours and serve on duty rotation.

**Student Development**

- Maintains facilities and a residential climate conducive to optimum academic achievement, individual personal growth, successful group living and contribute to campus affirmative action and diversity goals.
- Provides personal assistance to individual students and groups including conflict resolution and mediation; facilitate student/campus communications.
- Educates residents regarding their rights and responsibilities as a member of the campus and residential community.
- Participates in planning and execution of all major campus events and trainings including but not limited to: Orientation, Preview and Cal Maritime Days, Residence Life Student Staff Training.
- Serve in five-person 24 hour on call duty rotation for campus residence halls. Assist professional staff and RHOs with response to urgent, emergency and crisis situations.
- Maintain a visible presence in the residence halls and engage in positive, professional interactions with students to promote community development.

**Supervision**

- Select, train, supervise and evaluate staff members within Housing and Residential Life.
- Develop in-staff training programs for the Residence Hall Officers in conjunction with the RLCs.

**REQUIRED QUALIFICATIONS:**

- Master’s degree in higher education administration, student affairs, leadership, student development, counseling or a related field. Five years of progressively responsible experience in a University setting. Supervisory experience required.
- Demonstrated leadership experience in the areas of strategic planning and program development.
- Knowledge of professional and ethical standards relating to student programming, including and not limited to contracts and relevant legal considerations.
- Proficiency in planning and assessment of programs and activities.
- Experience with student conduct and leadership programming.
- Knowledge of student development and student learning theories.
- Ability to relate successfully in one-on-one and group situations with persons representing diverse social and cultural identities and interests.
- Strong knowledge of the cultural, social, recreational, and educational needs of the campus community.
- Strong collaboration and communication skills, both written and verbal.
- Excellent team building skills.
- Ability to build positive and effective relationships across the campus and community.

**PREFERRED QUALIFICATIONS:**

- Experience in residence life
- Knowledge of, and practical application of assessment is strongly preferred.
- Experience in academy or para-military environments (ROTC, independent schools, Military reserves)
SPECIAL CONDITIONS:

PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS:
Involves mainly sitting with up to 25% of the activities involving regular standing or walking; involves lifting of medium weight objects limited to 25 pounds.

RESIDENCE: The incumbent must live within a 10-15-mile radius of campus to be able to respond to campus emergencies.

BACKGROUND CHECK: Satisfactory completion of a background check (including a criminal records check and fingerprinting) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

DESIGNATED POSITION: This position is a “designated position” in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

MANDATED REPORTER: The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 revised July 21, 2017 as a condition of employment.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

TITLE IX: Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: https://www2.calstate.edu/titleix

EEO STATEMENT: Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status. Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.