

Residence Director, Student Life Department

Full-Time, Salaried, with Benefits

Target Start Date: May 2024

Summary

The Residence Director (RD) is a full time, live-in student life professional responsible for the administration, organization, and supervision of the Residence Life Program at Canadian Mennonite University. The RD supervises the Senior Residence Assistant (SRA) and approximately 12 Residence Assistants (RAs). Balancing administrative responsibilities and a hands-on approach to community life, the RD works primarily to foster the wellbeing of all on-campus students.

As a member of the Student Life Department and reporting to the Director of Student Community Life, the RD works collaboratively to implement effective programming for a safe, welcoming, and vibrant learning environment across the entire university community.

Key Areas of Responsibility

The Residence Director facilitates and provides leadership to the living and learning environment that supports and challenges students in ways that are appropriate to their emotional, academic, physical, mental, spiritual, and intellectual needs and is consistent with the mission of CMU. This will include, but is not limited to, personal contact with students, mentorship, coordinating social initiatives and educational programs, and assisting in conflict resolution. This position oversees the following areas:

Residence Programming

- Plan and implement all programming surrounding residence life, including events and community meetings.
- Coordinate all aspects of move-in and move-out for dorm and apartment students, including developing and delivering a Residence specific orientation for students.

Student Leadership: Senior Residence Assistant & Residence Assistants

- Recruit all Residence Assistants and hire the Senior Residence Assistant on an annual basis.
- Facilitate/lead weekly meetings with RAs and SRA, as well as provide direct training, support and mentorship to these leaders throughout the year.
- Plan and develop fall and winter Student Leadership training sessions in collaboration with Director of Student Community Life, with a particular focus on Residence Assistants.

Crisis Management

- Act and respond as the first point of contact in an emergency and a variety of on campus crisis situations, alerting other staff as relevant. This includes facility, security and student issues.
- Monitor and support students experiencing a variety of crises; including mental health.

Administration

- Responsible for all housing assignments, billing, data management and other tasks as related to the effective administration of the residence program.

- Act as the primary liaison between the residence program and the maintenance department, hosting and operations, and food services.
- Responsible for tracking and maintaining the budget for residence programming.
- Manages emails, responding to inquiries from students, as well as navigates parent contact.
- This position represents Student Life on a variety of committees, both ex-officio and ad hoc.
- As an employee of CMU, this individual will occasionally support broader institutional events as communicated by the Dean or Director of Community Life.

Working Conditions and Requirements

- Accommodations: The RD is required to live in an on-campus apartment, with rent reduction. The type of apartment will be negotiated based on applicant needs.
- Food: The RD is expected, at the institutions expense, to have five meals in the CMU dining hall per week during the months of September to April.
- Hours: In acknowledgement of the irregularity of the hours the RD works, the RD works abbreviated core office hours as decided in collaboration with their supervisor.
- On-Call: The RD will be available on-call most evenings and weekends, and must be available to work irregular hours as required. The RD will be provided with a CMU phone or will be eligible for reimbursement of a phone plan.

Supervision

Direct Report: This position reports directly to the Director of Student Community Life, and secondarily to the Dean of Student Life.

Positions supervised: Senior Residence Assistant, and Residence Assistants.

Qualifications

- Have a strong commitment to the mission of CMU, and a genuine desire to meet the needs of students. This individual will embody the spirit of hospitality that is core to the CMU environment, and have a personal faith commitment.
- Undergraduate degree required, theological training is desirable, and related experience in a post-secondary institution.
- Experience working with data, CRMs, and/or Student Information Systems, and Office 365.
- Experience developing and implementing effective and engaging programming for young adults.
- Ability to lead and mentor student leaders.
- Skilled in problem solving, conflict resolution and crisis management.
- Ability to respond effectively to sensitive inquiries, complaints, and student issues.
- Ability to maintain effective working relationships with departments across the institution.
- Excellent organizational capacity, oral and written communication, and ability to prioritize competing needs.
- Certifications preferred: First Aid (CPR & AED); Mental Health First Aid or ASIST

Inquiries should be directed to Renee Willms, Dean of Student Life, at r.willms@cmu.ca.

Application review will begin on March 27th and continue until this position is filled. Applicants should email a resume and cover letter, preferably as a single PDF document, in confidence to hrdirector@cmu.ca.

CMU is committed to employment equity. Applications are encouraged from members of equity-seeking communities including women, racialized and Indigenous persons, persons with disabilities, and persons of all sexual orientations and gender.

We encourage all qualified candidates to apply; however, Canadian citizens and permanent residents of Canada

will be given priority.