



Position Description

Position Title: Director of Residence Life
Department: Student Life
Reports to: Vice President of Student Life
FTE: 1.0 FTE
Revised: March 2025

Position Summary:

The Director of Residence Life is a key leadership position responsible for fostering a vibrant and supportive residential experience that aligns with the mission and values of Wisconsin Lutheran College (WLC). This role oversees the residential life program, ensuring it supports the academic, personal, and spiritual development of students outside the classroom. The Director will manage all aspects of campus housing, including supervising Residence Life staff, coordinating housing processes, and maintaining a living environment that enhances the overall college experience for residential students.

PRIMARY RESPONSIBILITIES

- Serve as the chief housing officer, overseeing all housing operations, including managing the residential population and optimizing housing processes, as well as facilitating data management systems.
 - Develop and revise residence hall policies and procedures to ensure they align with the needs of students and WLC's mission.
 - Lead, hire, train, support, evaluate, and directly supervise the Residence Life staff, fostering a positive and effective work environment.
 - Develop and implement comprehensive staff training programs to ensure staff members are well-prepared to support students effectively.
 - Coordinate and manage student housing selection and assignment processes, ensuring efficiency, transparency, and fairness.
 - Prepare for crisis situations and emergencies by developing response protocols and training staff on emergency procedures. Respond effectively to emergencies, ensuring clear communication with relevant college officials and providing necessary referrals.
 - Responsible for the budget preparation, management, and reconciliation of the Residence Life budgets.
 - Conduct assessments of Residence Life initiatives and recommend strategic improvements based on the evaluation results.
 - Collaborate with various departments across WLC to ensure a holistic, high-quality student experience.
 - Counsel students experiencing difficulty adjusting to residence hall life, offering guidance and support when needed.
 - Perform other duties as assigned to further the goals and mission of the department.
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QUALIFICATIONS

Education and Experience:

- Bachelor's degree required; master's degree preferred
- 3-5 years of experience working in university or college residential life, with a track record of leadership and management.

Knowledge, Skills, and Abilities:

- Strong understanding of the student development and teaching-learning process.
- Excellent interpersonal and communication skills, with the ability to work effectively with students, faculty, and staff.
- Flexibility and availability to work evenings and weekends, as required.
- Strong organizational skills and the ability to manage multiple tasks simultaneously.
Demonstrated Christian servant leadership to college students
- Utilize Microsoft Office Suite and other relevant programs.
- Must possess excellent written and verbal communication skills.
- Demonstrated strong interpersonal skills
- Must be able to perform duties in a manner consistent with WLC's Code of Christian Conduct and WLC's mission, ministry, and affiliation with the Wisconsin Evangelical Lutheran Synod (WELS)
- Must be a member in good standing with the WELS/ELS

Physical Requirements:

- Ability to remain on duty and accessible for extended hours, including evenings, weekends, and holidays.
- Ability to respond quickly and appropriately to emergency situations, including physical intervention if necessary (e.g., assisting students in distress, performing basic first aid).
- Ability to walk, stand, and move throughout the residence hall or campus, sometimes up and down multiple flights of stairs.
- Ability to lift and carry up to 25 pounds, as needed (e.g., carrying supplies, equipment, or assisting with event setups).
- Ability to sit or stand for extended periods during meetings or desk duty.
- Ability to handle various physical tasks related to hall events, such as setting up furniture or decorations.
- Ability to visually observe residents and the environment for safety and security concerns.

As is expected of all workers, this position requires the incumbent to perform his/her job responsibilities in a manner consistent with the overall mission and core values of Wisconsin Lutheran College, as defined through its affiliation with the WELS.