

Position Announcement

Assistant Director of Residential Life for Facilities and Operations

The University of Minnesota, Morris is a residential public liberal arts college serving 1700 students. The student body is talented, diverse and engaged. Residential Life is a key component of the Morris student experience; virtually all entering students live on-campus without a housing requirement. Strategic initiatives underway include creating the Green Prairie Community (opening fall 2010), significant facility renovation, and first year theme floors.

Position Description: The Assistant Director of Residential Life for Facilities and Operations reports to the Associate Director of Residential Life. This is a key position in the university's efforts to enhance residential life facilities and operations, supporting student recruitment and retention by meeting the needs of a diverse student body. The position holds responsibility for a residential life physical environment and operational infrastructure that 1) fosters student well-being, community building, and success and 2) advances the Morris mission, vision and strategic plan. The Assistant Director works closely with Plant Services personnel to ensure residence hall facilities are well maintained, operated efficiently, and contribute to campus sustainability. This is a 100% time, 12-month, renewable academic administrative appointment available August 2008.

Knowledge, Skills, Abilities: The individual holding this position will possess the following:

- An understanding of the role facility design and management plays in fostering student development, success, and community.
- Ability to develop and implement a strategic facility renovation and management plan.
- Ability to work collaboratively in providing staff training, development and supervision.
- The ability to develop collaborative relationships with colleagues in Dining Services, Plant Services, Campus Police, Student Counseling, Multi-Ethnic Student Program, and other students, faculty and staff.
- Strong organization, human relations and communication skills.
- A demonstrated commitment to building a diverse, inclusive community.
- A record of participatory leadership and effective operations and program management.
- Demonstrated understanding of and commitment to the value of a liberal arts education.

Qualifications: Bachelor's degree; three or more years of progressive experience in a student centered, student development setting; experience coordinating facility and program operations, supervising staff, and creating effective learning environments are required. Master's degree in College Student Personnel Administration, Higher Education, or related area, and experience in a college/university setting and residential life program development are preferred.

Specific Areas of Responsibility:

- With a team of leaders from Residential Life, Student Affairs, Plant Services, and Capital Construction Project Management, contribute to and provide leadership in the implementation of an aggressive 5-year capital plan to enhance Residential Life facilities.
- Provide facility enhancements and operational strategies to enrich students' living experience; support intentional, healthy, inclusive and diverse communities; and foster student well-being, learning and success.

- Build on campus leadership in sustainability through renovation and operations initiatives. Support students' development as effective stewards of their environments.
- Oversee Residential Life physical plant operations, maintenance, and project management, working in a collaborative partnership with Plant Services;
 - Coordinate facility renovation/maintenance project planning and implementation.
 - Serve as a liaison to Plant Services supervisors (i.e. custodians, plumbing, electrical, carpentry, painting, heating, etc.) Provide daily oversight, coordination and decision-making regarding facility maintenance and improvements.
 - Work with Plant Services and Residential Life to develop, implement, and maintain a systematized tracking method of repair and maintenance requests regarding status and cost. Enhance student service and cost containment.
 - Provide direction to the Plant Services Custodial Supervisor in hiring, training and supervising residential life custodial staff to ensure that living environments are clean and well maintained, and students are served in a caring and developmental manner that builds community and encourages awareness of and respect for the rights of others.
- Manage project and operations budgets to meet current and long-term program and facility needs. Support fiscally sound management practices in annual operating budgets (\$2 million annually), capital asset preservation and program enhancement.
- Coordinate Residential Life compliance, training, and recordkeeping to meet OSHA, Minnesota Right to Know (MERTKA), Environmental Health and Safety, ADA, Risk Management, other regulatory standards, and best practices.
- Support strategic efforts to build robust, well-coordinated summer program. Work with the Associate Director and Plant Services staff to coordinate a summer cleaning and maintenance schedule that fosters a stable, non-intrusive learning environment for summer residents.
- Contribute to campus efforts to provide a safe, secure and healthy campus living environment. Coordinate residential life safety and security enhancements in facilities and operations. Contribute to campus emergency prevention and response efforts.
- Oversee and coordinate residential life technology planning and infrastructure (i.e. housing management software, ORL website, campus emergency text messaging system, and residence hall media systems and services.) Enhance services to meet residential life best practices and advance the vision articulated in UMM's strategic plan.
- Contribute to campus initiatives, collaborating with Student Affairs staff, faculty, staff, and student leaders.

To apply: Submit a cover letter, resume and contact information (phone number and email address) for three professional references through the University of Minnesota on-line application system at <https://employment.umn.edu>. Review of applications begins July 11, 2008 and continues until the position is filled. For more information visit our web site at <http://www.morris.umn.edu/services/reslife/> or call 320-589-6475.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.