



Joining Our Team

Washington & Jefferson College (W&J) is searching for staff members to contribute their talents to our campus community. W&J seeks to create a transformative learning experience for its increasingly diverse student body, and bolster an inclusive environment in which everyone's voice is heard and appreciated, and individuality is celebrated. W&J is dedicated to the values of a liberal arts education that is both liberating and practical, and supports a community committed to multicultural and global understanding.

Assistant Director of Residence Life, Housing Operations

Summary

The Assistant Director of Residence Life, Housing Operations (ADRL) is uniquely positioned to coordinate housing and operational logistics surrounding the experience that students have in the W&J residential setting. The ideal candidate will provide a high caliber experience to student residents and ensure that they have safe, warm, and aesthetic living environments. The ADRL is responsible for managing the day to day operations and related processes of the Office of Residence Life as well as working with the Assistant Director of Residence Life, Community Experience and their team to ensure that physical spaces and processes best support the residential experience.

We are seeking a candidate that understands the value of excellent customer service and can integrate customer service into a community environment. In addition, the candidate should have strong organizational skills along with the ability to maintain a high energy level and positive attitude, communicate effectively, and manage multiple priorities. This is a live-on position.

The successful candidate will report to the Assistant Dean of Students & Director of Residence Life and work closely with other professional staff and student paraprofessionals to provide the highest level of service to students at Washington & Jefferson College.

Duties and Responsibilities

- Interact with students in the residential setting
- Create a welcoming environment for students
- Work with the Assistant Dean & Director to refine and develop operational processes for the Office
- Complete regular walkthroughs of residence halls to ensure they are safe, clean, and free of issues and ensure that common spaces are neat and appropriately displayed

Our Community

- 30 miles south of Pittsburgh
- 1,100+ students
- 300+ members of Alumni Mentoring Network

Our Students

- 25+ states and 10+ countries represented
- 95% of graduates complete degree in four years
- 40% study abroad each year

Our Academics

- 40+ academic programs
- 35 study abroad programs
- 10:1 student-faculty ratio



- Manage the amenities that are present in each residential building (appliances, furniture, microfridges, etc.) including the troubleshooting, distribution, and replacement processes
- Manage equipment, furniture, and appliance inventories
- Manage room moves in residential areas
- Chair the housing accommodations committee and administrate the accommodations process
- Plan and manage the yearly housing selection process
- Plan and manage residence hall openings and closings each semester and all related processes, including storage services
- Work closely with the community coordinator team and other members of the college community to ensure the successful residential experience
- Work with Campus & Public Safety on the execution of regular fire drills and other safety drills
- Serves as a member of the Administrator on Call Team
- Serves on College-wide committees as appropriate
- Handle questions, concerns, and requests from community members and their families

Qualifications

- 2 to 3 years of professional experience
- Experience supervising student staff
- Bachelor's degree in an appropriate discipline is required
- A Master's degree is preferred
- Experience managing and developing processes or systems for student support
- Excellent customer service skills
- Passionate about working with College students and supporting developmental experiences
- Must possess excellent interpersonal, organizational, verbal, technical, and written communication skills with the ability to work closely with a diverse group of students
- Proven experience in event planning is helpful

Supervisory Duties

This position involves the supervision of student staff.

Disclaimer

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the position described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the position.



Job Description Status

The duties and responsibilities listed in this job description are illustrative ones anticipated for this position. Other duties and responsibilities may be assigned as required. Washington & Jefferson College reserves the right to amend or change this job description to meet the needs of its programs. This job description and any attachments do not constitute or represent a contract.

Application Instructions

Apply for this job at <https://washjeff.applicantpro.com/jobs/>. Please submit a cover letter and resume. It is recommended that all documents be in PDF format and uploaded at one time. Review of applications will begin immediately.

Employee Benefits

Washington & Jefferson College offers a comprehensive benefit package for benefit eligible employees; including health, vision, and dental coverage, group life insurance, AD&D and LTD coverage, retirement plan, generous leave time, and the tuition benefit programs. These benefits add significantly to the employee's total compensation package.

Getting to Know W&J

Washington & Jefferson College is the best of both worlds: a small-town college setting in historic Washington, Pa., with easy access to the bustling business and cultural districts of nearby Pittsburgh, Pa. just 30 miles to the north. Founded in 1781, W&J College is a private, residential liberal arts college that is focused on student success. Our dedicated, experienced professors are passionate about teaching and work closely with our students to ensure that they receive a quality, comprehensive education. For more than 200 years, our alumni have influenced change in business, politics, medicine, and the arts and sciences as CEOs, lawyers, doctors, researchers, writers, teachers, and in many other equally worthy professions.

Celebrating Diversity

Washington & Jefferson College welcomes people of all backgrounds and beliefs who wish to participate in a diverse educational community. The College strives to be a place where all students, faculty, administrators and employees are able to live, study and work in an atmosphere free from bias and harassment. The College encourages civil debate and lively exchange of ideas in the belief that such exchanges promote understanding that will grow beyond simple tolerance of difference to embracing and celebrating the richness of diversity. Our graduates acquire knowledge and learn skills that help them thrive in a culturally diverse world.

Equal Opportunity Employer

Washington & Jefferson College (W&J) is committed to increasing diversity in our community and actively pursues individuals from all backgrounds. Additionally, W&J College complies



with all applicable federal, state and local laws and provides equal opportunity in all educational programs and activities, admission of students and conditions of employment for all qualified individuals regardless of race, color, sex, religion, age, disability, sexual orientation, protected veteran status, gender identity, or national origin.

