



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

814-824-2000
800-825-1926

mercyhurst.edu

POSITION TITLE: Director of Residence Life & Student Conduct

LOCATION: Erie Campus

POSITION TYPE: Full-time, 12 month, Exempt

IMMEDIATE SUPERVISOR: Vice President for Student Life

DESCRIPTION: This full-time, 12-month position is responsible for leadership of the university's residence life program and student conduct process, including administration, programming, budgeting, training, policies, communications, services, and personnel. The Director is responsible for facilitating a residential living and learning environment that supports the educational process.

PRIMARY DUTIES include but are not limited to:

- Lead the Residence Life staff and oversee the recruitment, selection, professional development/training, and evaluation of all staff members.
- Supervise Associate Director for Housing who provides technical computer support and coordinates room assignments and room changes.
- Directly supervise Assistant Directors who oversee day-to-day operations of the residence halls and apartments and the University student conduct system.
- Manage the central office operation, which includes graduate and student staff members.
- Serve as liaison with the Maintenance Department, ensuring effective management of all facilities within the residence life program, and assist the Vice President for Student Life with projects related to facility development.
- Oversee departmental operating budget.
- Work closely with University Maintenance, Police and Safety, Counseling Center, Fire Safety, Student Life, and Academic Services in support of students and campus safety.
- Adjudicate university and residential life policy violations.
- Serve on the Students of Concern (SOC) Committee.
- Review and propose updates to the University Student Conduct Code.
- Coordinate publication of the Student Handbook.
- Participate in fulfillment of Clery Act reporting requirements.
- Interpret and enforce the university housing requirement.
- Review and revise departmental contracts.
- Respond to campus and student emergencies as needed.
- Serve on Emergency Response Teams.
- Evaluate and assess university housing occupancy, retention, and projection trends.

- Oversee the residential facilities to maintain a safe, secure, and healthy living environment.
- Develop and oversee residential communities that utilize best practices in student development and research to create engaging, learning environments.
- Ensure effective departmental publications and communication, including parent contacts and presentations.
- Serve on additional university committees as assigned.
- All other duties as assigned by the Vice President for the Division of Student Life.

PREFERRED QUALIFICATIONS:

Bachelor's degree is required, with a Master's degree in Higher Education, Student Services, Student Affairs, and Counseling or related area preferred. Experience in Higher Education or Residence Life is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- At least two years of professional experience in Higher Education is required; at least five years of Residence Life experience is preferred.
- Proven history of creating and sustaining solid business processes, exceptional customer service mindset, passionate about the student experience, connected to the ideals of a just society that embraces all forms of diversity; and a visionary in leadership and operations.
- Demonstrated commitment to personal and departmental development, professionalism, multicultural education, creativity, collaboration, and initiative.
- Ability to build, develop, train, and evaluate a strong leadership team committed to quality services, engaging communities, and collaborative relationships that touch all corners of the institution.
- Solid understanding of student conduct trends with the ability to implement strategies that mold the learning environments and living environments into pathways for student success.
- Ability to manage multiple tasks and effectively prioritize among competing needs.
- University utilizes Colleague/Datatel; Adirondack The Housing Director and Campus Kaizen Guardian Case Management System
- Ability to utilize assessment to guide initiative development.

SPECIAL REQUIREMENTS:

This position requires some evening and weekend hours. Vacation restrictions apply during times of peak activity in the department.

ABOUT MERCYHURST: Mercyhurst University, is a fully accredited, four-year, Catholic, liberal arts institution founded in 1926 by the Sisters of Mercy, who worked hard to make the college and the Erie community a better place. Today, Mercyhurst has evolved considerably. The university is home to more than 3,000 undergraduate and graduate students immersed in more than 50 undergraduate majors with 67 concentrations as well as unique adult programs and eight graduate degrees.

In addition, Mercyhurst University offers 24 varsity level sports, all of which are competitive in either NCAA Division I or II.

And in the spirit of our founders, Mercyhurst continues to play an important role in the community. Inspired by our motto, "Carpe Diem" (seize the day), our faculty and students are busy making a difference on and off campus-from "the Hill" to the far corners of the world.

APPLICATION PROCESS:

Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.