Assistant Director of Residence Life & Operations or Area Coordinator*

Franklin College is accepting applications for the position of Assistant Director of Residence Life & Operations/Area Coordinator. The Residence Life Team member is committed to provide a welcoming, inclusive environment for all students and building a strong residential community in a liberal arts environment.

Reporting to the Associate Dean of Students, the Assistant Director of Residence Life & Operations (ADRLO) is a full time, 12-month, salaried exempt, live-in member of the Residence Life Team

*Position title will be determined based on skills and experience of the successful candidate for this role.

RESPONSIBILITIES

Assistant Director for Residence Life & Operations
- Oversee all aspects of the housing application, selection, assignment and release processes, including meal plans;
- Facilitate room changes throughout the year in collaboration with the Area Coordinator;
- Conduct the occupancy verification process for each term;
- Work in collaboration with Information Technology and ZenDesk on troubleshooting, generating reports, and setup/maintenance of The Housing Director (THD);
- Respond to student and family concerns regarding housing assignment, meal plan, and billing questions and concerns;

General Residence Life Responsibilities
- Recruit, select, and train Resident Assistants with direct supervision and evaluation of assigned student staff members;
- Perform all administrative responsibilities in an assigned area including opening and closing the facilities, distributing and collecting keys, completing room condition reports at check in and check out, working with students seeking room changes, tracking community and individual charges for damages and residence hall regulation violations, and managing a hall programming budget;
- Serve in the on-call rotation for a campus of approximately 1,000 full-time students. Members of the Student Development team respond to a duty cellphone that should be answered 24/7;
- Prioritize and coordinate community development opportunities within the residence halls.

General Student Development Responsibilities:
- Maintain a high level of visibility and approachability on campus by holding regular office hours, attending community events, and developing partnerships with other departments;
- Adjudicate judicial cases involving students who may have violated the Student Code of Conduct;
- Serve on Student Success and/or Behavior Intervention Team as appropriate;
- Provide advice, counsel, and advocacy for students and appropriately refer them to campus resources;
- Other duties as assigned.
QUALIFICATIONS

- Master's Degree in College Student Personnel, Higher Education Administration, or a related field preferred. One year of Resident Assistant, Residence Life, or Student Affairs experience required.
- Experience with The Housing Director (THD) is preferred for individuals interested in the ADRLO position.

REMUNERATION

Salary commensurate with experience, an on-campus apartment, an allotment of dining dollars, and professional development opportunities. Excellent benefits package including: health, life, and disability insurance; paid vacation, sick, and holiday time; retirement plan; and full tuition benefits for employees and their family.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled. Qualified candidates should submit electronically (MS Word or PDF) a cover letter, resume and contact information for three professional references via the application link Franklin College Staff Application.

Contact Human Resources with additional questions.

Franklin College
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Franklin, IN 46131
humanresources@FranklinCollege.edu
www.FranklinCollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals’ abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College’s policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.