



Assistant Director for Residence Life

Franklin College is accepting applications for the position of Assistant Director for Residential Life within our Student Development department. The Assistant Director is a full-time, 12-month, live-in member of the Residence Life team who will work in partnership with the Residence Life team to establish a comprehensive residential experience and share on-call duty for the residential community of approximately 600 students. This position will be instrumental in providing direct oversight of the coordination and execution of student staff selection and training. The Assistant Director for Residential Life will lead the staff in building communities that are developmental, respectful, safe, inclusive, and supportive of student learning. The Assistant Director will have an opportunity for professional staff supervision if desired.

Essential Position Functions

General Residence Life Responsibilities

- Design and oversee implementation of student staff recruitment and training for 25 student staff members;
- Supervise and evaluate 10-13 Resident Assistants;
- 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 conduct cases involving students who may have violated the Student Code of Conduct;
- Serve on Student Success and other institutional committees as appropriate;
- Provide advice, counsel, and advocacy for students and appropriately refer them to campus resources;
- Other duties as assigned within the scope of the position.

Qualifications

This position requires a Bachelor's degree or higher from an accredited institution. A Master's degree in College Student Personnel, Higher Education Administration, or a related field is strongly preferred. This position also requires at least one year of Resident Assistant, Residence Life, or Student Affairs experience.

Experience with The Housing Director (THD) and Maxient (student conduct) software is desired but not required.

Salary commensurate with experience; additional perks include 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 eligible family members.

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 – https://franklincollege-ubsru.formstack.com/forms/staff_application

Contact Human Resources with additional questions.

Franklin College
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Franklin, IN 46131
humanresources@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.