

VERMONT TECH

July 27, 2016

POSITION ANNOUNCEMENT

Position: Residence Hall Director
Temporary, Part Time, Non-Bargaining Unit
Exempt, VSC Grade 10

NOTE: This is a live-in position (August 15, 2016 - June 15, 2017) Hours will vary.

Location: Norwich Farms
Norwich, Vermont

Compensation: \$ 7,500.00

Responsibilities: To oversee the designated residence hall at Norwich Farms . This is a live-in position.

- Interpret and enforce a wide variety of residence life policies and procedures governing student behavior; refer situations to Public Safety as appropriate.
- Informally investigate, assess and determine appropriate methods of resolving various interpersonal and community problems in the residence halls, such as conflicts between roommates or floor mates, vandalism and the like.
- Supervise a variety of tasks related of tasks related to the physical maintenance of assigned residence hall.
- Working knowledge of campus resources available to current and prospective students.
- Implement appropriate procedures during emergency or crisis situations in residence halls, in conjunction with supervisor, Physical Plant, Security, Health Services, and off-campus agencies.

Qualifications: Bachelor's degree with Masters in student personnel or counseling preferred, plus on or more years of experience as a student resident assistant, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Good administrative and supervisory skills.
- Ability to deal effectively with students as a leader, advisor, and law enforcer, as well as a wide range of college personnel, parents, and others outside the college.
- Valid Vermont driver's license.

Starting Date: August 15, 2016 – June 15, 2017

Application Deadline: Applications will be screened and accepted until the position is filled. Applications received after the first screening will be considered at the discretion of the College. **Incomplete application materials will not be considered.**

To Apply: Submit a **mandatory** Vermont Tech employment application, with resume and cover letter to: jobs@vtc.edu. Employment application is available on the VTC website: www.vtc.edu.

NOTE: THIS POSITION IS SUBJECT TO A FINGERPRINT-SUPPORTED CRIMINAL BACKGROUND CHECK. ANY OFFER OF EMPLOYMENT IS CONDITIONAL UPON THE SUCCESSFUL RESULTS OF THIS CHECK.

Vermont Tech strongly encourages applications from members of ethnic minority groups and other underrepresented backgrounds. Vermont Tech is an Equal Opportunity employer and a member of the Vermont State Colleges system. In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.