



## Assistant Director of Residence Life

<b>Recruitment #:</b>	S2291
<b>Review Date:</b>	Immediate review   Open until filled
<b>Department:</b>	University Housing / Student Affairs
<b>Salary Rate:</b>	\$48,040 - \$56,517

### Position Summary:

The Assistant Director of Residence Life is responsible for supervising three Resident Directors, manage day-to-day components of residential life, provide leadership development for residence hall students, Responsible for overseeing all programming efforts, including coordination of University Housing programming resources, serve as representative of University Housing on campus committees and at events, and Assist with recruitment of new students

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

### Minimum Requirements:

- Master's Degree in College Student Services Administration or related field
- Minimum of two years live-in professional experience managing a residence hall
- Minimum of three years' experience as an administrative professional in student housing/residence life/residential education
- Minimum of two years' experience serving as conduct officer

Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact qualifications.

**Required Application materials:** You may submit all materials online at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp)

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses your qualifications for the position
3. Resume
4. Review the Board Statement on [Diversity, Equity, Inclusion, and Accessibility](#) and respond to the following [Diversity questions](#)

### Additional Application information:

Contact information for three professional references will be requested from finalists. Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

### Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

**Employee COVID-19 Vaccine Requirement:**

All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

**Benefits:**

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

**Equal Employment Opportunity:**

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at [employment@wou.edu](mailto:employment@wou.edu) and we will work with you to meet your accessibility needs.

**Please note that due to the volume of resumes received, we are unable to contact each applicant regarding the status of each position or reply to candidates' inquiries via phone or email.**