

Heritage Resident Director

Recruitment #:	S2323
Review Date:	Immediate review Open until filled
Department:	University Housing/Student Affairs
Salary Rate:	\$35,568 - \$40,200

Position Summary:

The Resident Director will serve as the building manager and student conduct officer for Heritage Hall. Their responsibilities will include: training and supervision of 12 student staff in community development efforts, assisting with retention of first year through the first-year live-in requirement and overall community experience of approximately 400 first year students, serve as a member of the Residential Life team and serve in on-call rotation.

The purpose of University Housing at Western Oregon University is to house students, primarily first year students, in campus housing. University Housing houses approximately 1150 students in four residence halls, one apartment complex and 56 family housing units on campus during the academic year and works with various conference groups and summer school students during the summer. Additionally, University Housing is assigned to administer the First-year Live-In requirement. The relationship University Housing has to the University's mission is to assist with recruitment and retention, and provide safe, inclusive, affordable living environments for students who choose to live on campus.

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

Minimum Requirements:

- Bachelor's degree
- Live-in experience in a college residence hall
- Leadership experience in a college residential setting as a student leader or professional staff member
- Excellent communication and organizational skills
- Sensitivity to the needs of a diverse student population

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.

Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

Required Application materials: You may submit all materials online at 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

Additional Application information:

Contact information for three professional references will be requested from finalists.

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.

Accommodation Requests:

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\[at\]wou.edu](mailto:employment[at]wou.edu) and we will work with you to meet your accessibility needs.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

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.