

Residence Director, Student Affairs
Middlebury College
Middlebury, Vermont

About Middlebury College

Middlebury College offers excellent compensation and competitive health, dental, life, disability, retirement, and vision benefits. Middlebury also offers a generous paid time-away program - up to 34 days per year during the first two years of service, increasing as the term of service lengthens. Middlebury employees are eligible for robust educational assistance programs, as well as free or reduced rates for cultural events and use of sporting facilities (including the College's golf course and Nordic and alpine ski areas). The result is a very high quality-of-life in a gorgeous setting.

Middlebury College is an equal-opportunity employer where diversity, equity, and inclusion are core values. To this end, the College recruits talented and diverse faculty, staff, and students from across the United States and around the world. Middlebury College encourages applications from women, people of color, people with disabilities, and members of other protected classes and historically underrepresented communities. The College also invites applications from individuals who demonstrate an ongoing commitment to advancing diversity, equity, and inclusion in the workplace.

Position Overview

Reporting to the Associate Dean of Students for Residential Life, Residence Directors (RDs) are full-time professional staff who live in campus housing, interacting directly and intentionally with residents throughout the full calendar year to develop a safe, strong, and vibrant learning community. They are critical members of the Residential Life team and are each responsible for one of five areas of campus, housing approximately 650 students. Triaging and providing support and referrals as needed for these students is essential. In collaboration with Reslife team members, as well as with Student Life colleagues, RDs identify and articulate student needs and issues within a developmental framework, and supervise student staff to provide effective institutional responses. Each RD has primary responsibility for the hiring, training, and supervision of 12-17 student Reslife staff and coordinates. RDs serve directly in on-call coverage, and crisis and conduct intervention, including nights, weekends, summer, and holidays as needed. Regular evening hours, some weekend hours, visibility to the campus community, and attendance at campus events are essential.

Responsibilities

- Lead the recruitment and selection of student Reslife staff
- Participate in the design, delivery and assessment of Reslife staff training each fall

- Supervise, develop, support and evaluate Reslife staff, holding them accountable to their job duties when necessary
- Conduct ongoing weekly supervisory meetings and periodic staff development sessions with Reslife staff on a group and individual basis
- Participate in regular Reslife team meetings and in the accomplishment of departmental tasks and objectives; explicitly included are regular 1:1 meetings with the Associate Dean of Students for Residential Life and regular Reslife team meetings
- Participate in year-round on-call rotation, including for Vermont-based summer programs, providing crisis intervention and serving as a resource or referral agent, including during College break periods
- Participate in summer programs (Language School, Middlebury undergraduate student employees) on-call rotation to provide residential support, crisis and conduct response in collaboration with Language School administrators, JAO, Deans, and other colleagues as necessary
- Support Associate Dean and Assistant Directors with case management needs of students, particularly acute needs, making referrals and offering assistance as needed
- Support and mentor Reslife staff in proactive community building work to prevent conduct issues from arising to the extent possible
- Respond to conduct issues in areas managed, resolving them where possible, and referring incidents to the office of Community Standards as needed
- Teach students to assume responsibility for their actions as individuals and as members of the community through conduct response and informal interactions
- Maintain conduct records in Advocate
- Attend weekly conduct meetings as needed
- Train, mentor and support Reslife staff in the design, delivery and assessment of a regular schedule of student-centered, developmentally appropriate programming
- Apply Restorative Practices (RP) principles to proactively build community, and in response to concerns. Oversee Reslife staff utilization of RP as well
- Monitor and intervene with students who may be struggling academically or with other developmental issues
- Actively collaborate with the Reslife team in the design, delivery and assessment of a student development focused residential curriculum
- Actively promote diversity awareness and inclusiveness through residential programming and dialogue
- Actively participate in harm reduction, risk management and wellness programs including Green Dot, QPR- suicide prevention, and alcohol education
- Participate in development and implementation of new student orientation programming
- Maintain a visible community presence through event attendance and regular presence in the residence halls
- Mentor students and make appropriate referrals to other offices as needed
- Maintain accurate, timely and complete records around students of concern in the Advocate CARE module

- In coordination with the Associate Dean or Summer Program staff, respond as necessary to parents/legal guardians and other constituents regarding student issues, concerns, and questions.
- Oversee administrative procedures including fire safety checks, room check-in/out, dorm damage assessment/responsibility, and facilities requests, delegating to student staff where feasible and appropriate, in coordination with the Assistant Director of Housing Operations
- Collaborate with Facilities Services and Custodial teams as necessary and appropriate on general building maintenance issues
- Assist with room draw
- Maintain regular weekly office hours
- Participate in campus committees and projects to the degree reasonable, as determined with the Associate Dean. It is expected that the RDs and Associate Dean will work collaboratively and collectively to ensure that the office of Reslife & the RD team is represented on committees and projects of importance to student life without placing unreasonable time requirements on any one individual team member
- Facilitate room changes within the residential areas working closely with the Assistant Director for Housing Operations
- Demonstrate a commitment to ongoing professional growth and development in all areas of responsibility, inclusion and social justice in higher education contexts are explicitly included in this charge
- Actively participate in professional associations, conferences and other professional development opportunities as time and resources permit
- Seek opportunities for professional development on campus through collaboration with other departments and colleagues as time permits.

Education

- Master's degree plus at least two years of directly relatable residential life experience required
- Master's degree in Higher Education, College Student Personnel/Student Affairs, Counseling or a related field highly preferred

Knowledge, Skills and Abilities

- Excellent interpersonal communications skills, including in the facilitation of difficult conversations
- Conflict mediation
- Skills in assessing, organizing, and prioritizing multiple tasks for projects
- Ability to lead, motivate and direct supervisees
- Ability to communicate effectively with students and families, and all levels of employees.

Experience

- Full-time experience in Student Affairs is preferred

- Preference will be given to candidates who have a demonstrated commitment to cultural competency development, and fostering a collaborative multicultural environment

Physical Demands

- Evenings, nights and weekends required
- Late night and on call responsibilities required

Visit [Careers at Middlebury](#) to apply.