

Wayne State College  
Wayne, Nebraska

Position Profile  
Director of Residence Life  
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Prepared by:  
Summit Search Solutions, Inc.



Wayne State  
College

[www.wsc.edu](http://www.wsc.edu)

## THE INSTITUTION

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For more than 100 years, Wayne State College (WSC) has been devoted to freedom of inquiry, excellence in teaching and learning, and regional service and development. Known for its friendly atmosphere, exceptional academic reputation and success of its graduates as well as its affordability, Wayne State is the college of choice for over 3,600 students. WSC is rapidly emerging into one of the most dynamic, small, regional public colleges in the Midwest, located in Northeast Nebraska. Strong leadership, steady enrollment, a renewed focus on student development and teaching, and several recently completed building projects are indicators of the College's vitality.

In 1891, during its infancy, Wayne State started out as a teacher's college. Now, more than 125 years later, 1 out of 10 Nebraska teachers possesses at least one degree from Wayne State. Today, as a leading comprehensive college in Northeast Nebraska, it now offers more than 90 undergraduate programs and four graduate programs.

Located on a 128-acre campus, WSC provides education in a small, personalized setting as it boasts a 20:1 student-to-faculty ratio. Not only does WSC provide students with an outstanding education, but it addresses the needs of students with regard to its extra-curricular activities which include theater, music and athletic teams. Service-Learning is also an important component of education at WSC. Students lead community projects designed to integrate meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility and strengthen communities.

Wayne State College is the only public college or university in Nebraska to receive recognition in the 2013 and 2014 *U.S. News and World Report* annual college guides, *Colleges of Distinction* and the *Washington Monthly College Guide and Rankings* wherein it is recognized as having the highest overall score of any public institution in Nebraska and is ranked second for community service participation. Wayne State has been named to the President's Higher Education Community Service Roll three years in a row.

To read more visit: [www.wsc.edu](http://www.wsc.edu)

**Location:** Wayne, Nebraska



## THE OPPORTUNITY

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The **Director of Residence Life** responsibilities include but may not be limited to:

### **Residence Life**

The Director will be responsible for the educational leadership and overall operation of campus residence halls. He/she will provide leadership, direction, budget management, and supervision to develop a positive living and learning environment that is conducive to personal growth, academic learning, and comfortable living. The successful candidate will have a philosophical commitment to educating in the residential classroom and will strive to provide outstanding learning experiences for students.

- Provide leadership and supervision of all aspects of a residence life program for approximately 1,400 students and 7 residence halls
- Design, create, and execute a strategic plan for the department including facility long-term planning, residential education initiatives/curriculum, staff development, and assessment initiatives to improve the quality of life in the residence halls and meet the strategic initiatives/mission of the institution
- Supervise and provide responsible oversight to residence life and revenue bond budgets
- Train, hire, mentor and supervise 5 full-time professional staff members
- Oversee and provide recommendations for facility improvements to the residence halls
- Work collaborative with faculty, staff, and students across campus to develop and support student progress and retention initiatives
- Create and manage emergency protocol response for residence hall staff and provide on-call support as needed
- Design, create, and execute the learning outcomes for both a residential programming curriculum and staff training/development
- Oversee contracts and put together RFP's for large scale purchases with outside vendors
- Initiate, coordinate and promote residential programming experiences including RHA, living-learning communities, and special interest housing
- Review, approve, and enforce all residence life policies, regulations, contracts, and procedures
- Recruit, organize, and execute summer conferencing program

### **Judicial Affairs**

The Director will coordinate enforcement of the College conduct code, ensuring compliance with community standards, campus policies, and state and federal law. He/she will provide due process, administrative management and response coordination for student behavior on and off campus. The Director will train, advise, and educate students, faculty, administrators and the larger college community with regard to judicial procedures, student rights and responsibilities and community standards. The successful candidate will infuse an educational approach to the judicial model to ensure all participants will learn from the process.

- Adjudicate serious cases referred for disciplinary action
- Train judicial officers and student judicial board members
- Coordinate judicial hearings
- Review the outcomes of judicial hearings; implement sanctions; consult with students and others regarding judicial matters, as appropriate
- Maintain judicial records
- Ensure the integrity of the judicial process and recommend changes in policies and procedures when indicated
- Collaborate with college departments to resolve problematic student behavior in ways that manage risk and bring resolution, with or without judicial action
- Collaborate with internal and external agencies and resources to develop and implement prevention programs to address students' high risk behaviors, particularly as they relate to alcohol, drug, and relationship abuse programs

### **Student Services Programs and Services**

The Director will assist with the development, implementation, and oversight of the programs and services of the office of Student Services, to include crisis response, problem resolution, student advocacy, critical issues programming, parent relations, and community relations.

### **QUALIFICATIONS**

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- Master's degree in student development, educational administration, counseling, or related field
- Five years of professional residence life experience including supervision of staff
- Two years of experience with administration of campus judicial procedures
- A commitment to student learning through the residential classroom
- Experience mentoring and/or supervising professional staff preferred
- A broad knowledge of contemporary student development issues, trends, and best practices, particularly in residence life and judicial affairs
- Excellent managerial, planning, supervisory, interpersonal, team-building, and communication skills
- A genuine interest and satisfaction in working with students, families, faculty, and staff
- Demonstrated commitment to diversity and multiculturalism
- Familiarity with and commitment to the mission and philosophy of an open-admission residential institution
- Successful background records check
- State issued driver's license

## PROCEDURE FOR CANDIDACY

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Review of applications will begin immediately and are welcomed until position is filled. Click here to apply and be sure to include your resume and cover letter: [Apply Now](#)

Or you may cut and paste the following link you're your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=6789042&portalID=5652>

Please refer to [www.wsc.edu/hr](http://www.wsc.edu/hr) for further details about the campus, policies, and excellent benefit package that Wayne State College offers.

### For nominations or further information:

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*Wayne State College is an equal opportunity institution. WSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Matthew Weekly, Assistant dean of Students, Wayne State College, 1111 Main St, Wayne NE 68787, 402-375-7213. Applicants who need a reasonable accommodation during the selection process may contact Human Resources for assistance. A successful Background Records Check is required as part of the employment process.*



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado and California.





## WAYNE, NEBRASKA AND SURROUNDING AREAS

**Wayne** combines the best in modern living with traditional American values. This neighborly region possesses a healthy progressive spirit and open friendliness, nestled in one of the most scenic spots in all of Nebraska. Residents describe this part of northeast Nebraska as an easygoing place to live, work and play. As the county seat of Wayne County, it is located in northeast Nebraska on State Highways 15 and 35.

Quiet neighborhoods surrounded by beautiful rural vistas make up a large part of the area and residents have daily access to the great outdoors. There is also a thriving commercial district that offers many advantages to businesses. This city has a strong economic heritage and is widely regarded as one of the best places in the State for relocation and new enterprise. Excellent public and private schools provide the best education for all students. Wayne is dynamic and vibrant, with steady commercial growth and thoughtful planning by civic leaders and it is located just close enough to larger cities to take part in the excitement of city life. It's also removed enough to let you spend quiet evenings relaxing at home.



Wayne is located just 45 miles southwest of **Sioux City, Iowa**, where one can enjoy history, entertainment, dining and nightlife. In 2010, Forbes ranked Sioux City in the top 15 Best Places for Business and Careers.



Next, if you travel 105 miles southeast to **Omaha, Nebraska**, there you will find a metropolitan area that is home to over 900,000 people who welcome visitors with open arms and authentic Midwestern hospitality.



Another popular city 'fix' is **Lincoln, Nebraska**, just 120 miles south of Wayne. It sits as the capital of Nebraska and offers exciting adventures for cycling enthusiasts, wine and beer aficionados, artists and music lovers.

*For more information on Wayne, Nebraska and surrounding areas:*

City of Wayne Nebraska: <http://www.cityofwayne.org>

Wayne County Nebraska: <http://www.waynecountyne.org/>

Visit Nebraska: <http://visitnebraska.com/>

Visit Sioux City: <http://visitsiouxcity.org/visitors-guide/>

Omaha: <http://www.visitomaha.com/>

Lincoln Convention and Visitors Bureau: <http://www.lincoln.org/>