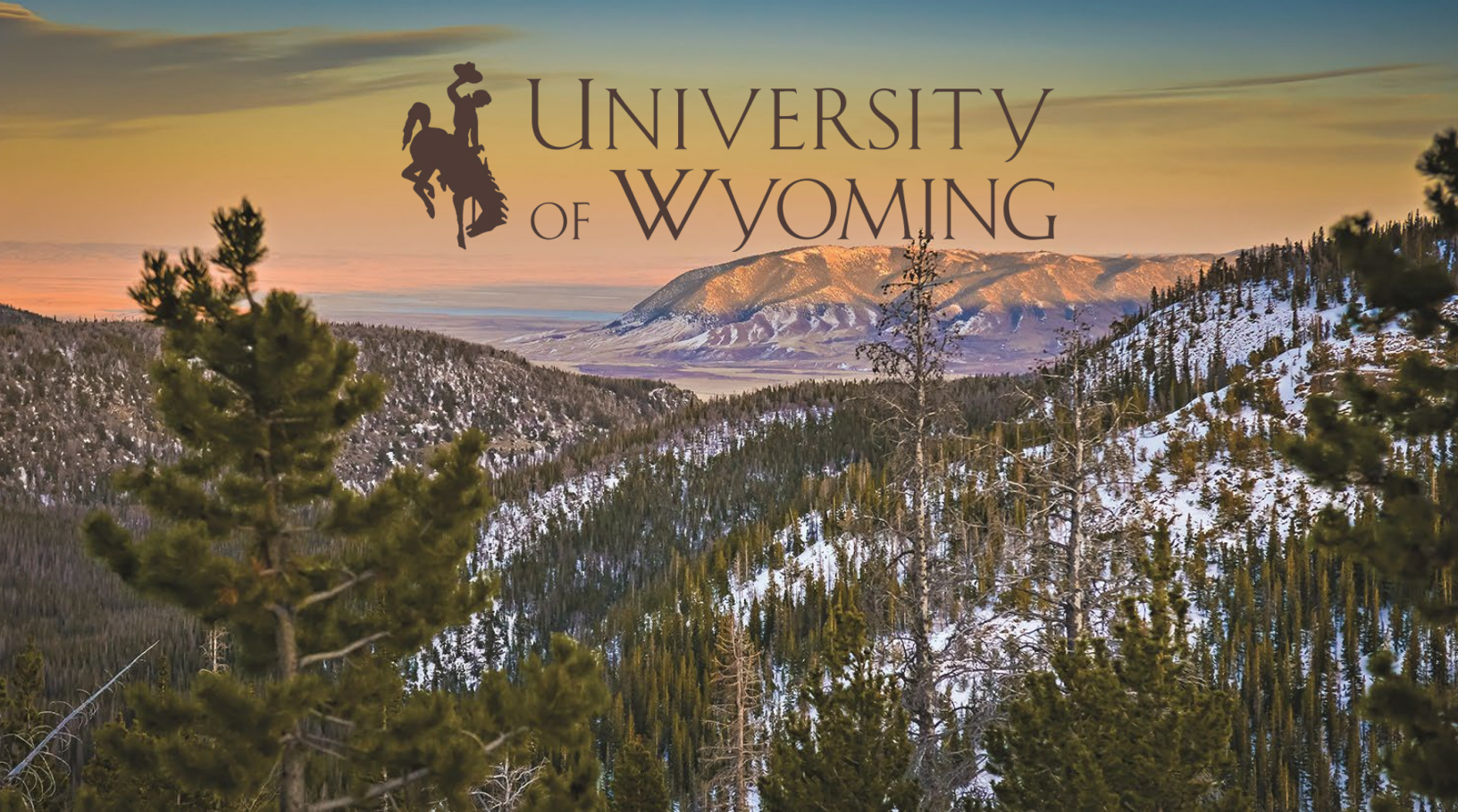




UNIVERSITY
OF WYOMING



POSITION PROFILE

Director of Residence Life and Associate Dean of Students

June 2022



This search is managed in partnership with Summit Search Solutions, Inc.



UNIVERSITY OF WYOMING

Nestled amid the beauty of two mountain ranges in southeastern Wyoming, you will find the nationally recognized teaching and research institution, the **University of Wyoming (UW)**. Established as a land-grant institution in 1886 when Wyoming was still a territory, UW has since grown to nearly 200 areas of study, drawing 12,500+ students from all 50 states and 90 countries. UW is known for its accomplished faculty and world-class facilities, its small student/faculty ratio and quality undergraduate and graduate programs within its colleges of Arts & Sciences, Agriculture & Natural Resources, Business, Education, Engineering & Applied Science, Health Sciences, Law, School of Energy Resources, and Haub School of Environment and Natural Resources. To learn more: <http://www.uwyo.edu>

Throughout its existence, UW has been the only four-year university in the state of Wyoming, though it maintains close relationships with the state's seven community colleges. UW's global impact begins with innovative undergraduate and graduate research opportunities and extends through state and federal partnerships and recent initiatives such as the Wyoming Institute for Humanities Research and the School of Energy Resources. UW has played important roles in the lives of students, Wyoming residents, and communities for 136 years.

- Recognized by *Forbes* in 2019 as one of America's Best Value Colleges.
- Rated as a "Top 15 Outdoor Adventure College" by *Outside* magazine.
- Wyoming ranks #4 in the U.S. News and World Report's "Best States for Higher Education."

The University community is working collaboratively to help the University reinforce and strengthen its reputation as it adapts to changing economic factors in the state and beyond. The University's strategic roadmap, "[Breaking Through 2017-2022: A Strategic Plan for the University of Wyoming](#)," shows that it's an exciting time to be a part of UW as it embarks on new and exciting opportunities.

Location: Located in Laramie, Wyoming, a town of more than 31,000 with a unique blend of sophistication and western hospitality, UW not only provides an environment for success but also offers varied academic and lifestyle opportunities. Laramie is a great place to live and work as it boasts a low cost of living with no state income tax as well as incredible outdoor recreational opportunities, an eclectic downtown area, and a great public school system.





ABOUT THE OFFICE OF RESIDENCE LIFE

As part of the UW [Division of Student Affairs](#) and the [Dean of Students Office \(DOS\)](#), the Office of Residence Life is invested in the well-being and success of every UW student and believes that the residential experience and curriculum impact student success and retention in college.

With a first-year, live-on-campus requirement, Residence Life fosters the foundational UW experience where every student belongs, learns, and connects through their residential community. UW offers housing options for first-year students, returning upper-division students, graduate students, students with families, faculty, and staff. It is home to approximately 2,000 students living in traditional-style Residence Halls and 600 students and staff in UW apartments.

The Office of Residence Life aims to offer a diverse and memorable experience for students, including a commitment to a robust portfolio of residential curriculum, from Living-Learning Communities (LLCs) to First-Year Interest Groups (FIGs), to help tailor the student experience and foster a deeper sense of belonging. Research conducted on a national level indicates that students who choose to live in the residence halls are more likely to stay in school, graduate, and are generally more satisfied with their college experience.

Mission

The Office of Residence Life strives to create an inclusive living environment for students, families, and the campus community. This is accomplished by providing a healthy and memorable educational setting that fosters academic and personal growth, focusing on civic engagement, diversity, sustainability, wellness, safety, and security.

Vision & Values

Our vision is to be a premier Housing, Dining, and Residence Life program through excellent support and services.

Our values include: safety & security | health & wellness | sustainability | civic engagement | care & inclusion | service | education | diversity | community | support.

More About Residence Life <http://www.uwyo.edu/living/>





THE OPPORTUNITY

The Director of Residence Life and Associate Dean of Students is responsible for providing students with an exceptional residential experience with an emphasis on belonging, retention, safety, and student development. The Director/Associate Dean is responsible for the leadership, operation, administration, and supervision of a comprehensive residential program that oversees and manages the delivery of educational programs, services, and activities that contribute to academic success and personal development. The Director is responsible for the supervision of professional, graduate, and student staff members, oversight of selection, training, and evaluation of staff, departmental strategic planning and assessment, leadership of the residential student conduct system, collaboration with Facilities and Operations on housing projects and issues, partnering with Housing on living-learning community locations and housing assignments, participation on Student Affairs and University committees, and serving in an on-call capacity 24/7 to assist live-in staff members and respond to campus emergencies.

The Director of Residence Life reports to the Associate Vice President and Dean of Students in the Division of Student Affairs and is responsible for the administration and oversight of the University's Residence Life program with a dynamic and close-knit team consisting of two Assistant Directors (Community Development and Recruitment & Training), five Residence Coordinators, one Graduate Residence Coordinator, and over 100 student employees. The Director of Residence Life plays an integral role in the development, leadership, and overall direction of the department. The residence life team is a motivated group with high morale and very low turnover – for example, the return rate for RA's is over 85%.

ESSENTIAL JOB DUTIES

Supervision & Leadership

- Supervise two assistant directors of residence life (Assistant Director of Recruitment and Training & Assistant Director of Community Development).
- Indirectly supervise RCs, GRCs, RAs, and DAs.
- Develop, mentor, and coach staff of all levels (full time, graduate, paraprofessional). Evaluate staff performance.
- Provide leadership and coordination for all residential programs.
- Work collaboratively with the Housing Contracts Manager and Marketing Coordinator to achieve residential occupancy goals.
- Collaborate with campus partners such as the Dean of Students Office, Center for Student Involvement and Leadership, University Police Department, LeaRN Office, and the University Counseling Center.
- Maintain high visibility throughout the division of Student Affairs and beyond through collaborations and participation.
- Provide direction, in conjunction with the LeaRN Office, for the Freshmen Interest Group (FIG) and Living Learning Community (LLC) programs.
- Collaborate with Housing, and other campus partners, to coordinate the Summer Conference Program.

Recruitment & Selection

- Provide leadership to the Residence Life staff for all recruitment and selection initiatives.
- Develop and implement recruitment and hiring processes for; desk assistants, conference assistants, resident assistants, graduate assistants, and residence coordinators.
- Demonstrate a working knowledge of best hiring practices and procedures.

Training & Professional Development

- Develop, implement, and evaluate training for student and professional staff including, summer and winter trainings, in-services, and ongoing professional development.
- Collaborate and develop relationships with campus partners for training sessions and initiatives.
- Participate in department and university trainings and development opportunities.
- Commit to learning and development in all areas of housing and residence life.

Community Development

- Provide leadership to the Residence Life staff in developing caring, inclusive, and healthy residential communities.
- Co-chair with Academic Affairs colleague an enhanced LLC and FIG model for UW.
- Manage and oversee the Community Development Model.
- Create opportunities for staff to connect residents to the University, Laramie community, and beyond.
- Provide leadership in creating socially-just communities that encompass student development and respect difference.
- Collaborate with campus colleagues to provide resources for social justice and multiculturalism.
- Provide opportunities for staff and student input for community development.
- Collaborate with Facilities to create educationally enriching environments.

Crisis Response, Conduct, and Conflict Resolution

- Provide leadership in times of crisis.
- Communicate with families or other support persons in coordination with the Dean of Students.
- Serve as the administrator on call, supporting live-in staff in their on-call responsibilities.
- Serve in non-residential cases as a University Conduct officer (presenting hearing cases) and internal Hearing Officer.
- Serve as an appeal officer for residential student violations.
- Use Maxient to track incident reports, case turnaround, and sanctions.
- Manage and oversee all aspects of the residential student conduct system.
- Mediate disputes and aid in solutions with staff and students.

Administrative

- Provide overall management of the eRezlife system, including tracking programing, academic early alert responses, etc.
- Coordinate special projects (such as Safe Treat, Homecoming Events, Awards, and Recognition Banquet).
- Assist in the development of programs, policies and procedures, and create opportunities for students to share in the process.
- Oversee the Apartments & Residence Halls Policies and Procedures document.
- Manage a 1.3M budget.
- Assess residential experience annually or as directed by the Dean of Students or designee.

Advising & Leadership Development

- Provide support and guidance to the Residence Housing Association (RHA), National Residence Hall Honorary (NRHH), and Community Hall Senates.

Note: It is preferred that the Director lives within 15 minutes of campus in order to respond to campus emergencies and serve after-hours on-call.

QUALIFICATIONS

- An established record of progressive leadership experience in residence life or housing (+/- 7 years experience).
- Master's degree in Student Personnel, Higher Education, or other related fields.
- Supervisory experience (paraprofessional, graduate, professional).
- Experience in building cross-collaborative relationships with various stakeholders. This Director will lead or initiate projects with units such as Housing, Dining, Facilities Operations and Maintenance to maximize cost savings, advocate for department needs, and prioritize projects.
- Experience developing and implementing training for various levels of staff.
- Experience with crisis management and serving on-call.
- Understanding the connection of the residential experience to student retention.
- Experience working in a multicultural environment.
- Excellent verbal and written communication.
- Ability to work well under pressure with multiple and changing deadlines.
- Experience managing budgets.
- Knowledge of student development principles, practices, and procedures.
- Experience implementing and collaborating with academic partners to develop Living-Learning Communities preferred.
- Experience with eRezlife, Starrez, and Maxient software preferred.

WHY CONSIDER THE OPPORTUNITY

- **Impact.** The Director will have an opportunity to bring in creative ideas and opinions that will influence the culture and practices of residence life at the University.
- **New Residence Halls.** The University has state-of-the-art facilities and a beautiful, well-maintained campus. Two new residence halls (900 rooms) are being built on campus that will provide modern housing for students.
- **Engaged Students.** 2,000 students live on campus in both residence halls and apartment settings. There is a high degree of student engagement with a leadership initiative to develop a robust portfolio Residential Curriculum.
- **Motivated Residence Life Team.** Staff are excited about upcoming facilities and innovative practices – new residence halls, development of a new residence life curriculum, and Living-Learning Communities, etc.
- **Location.** Laramie is a great place to live and work. Laramie boasts a low cost of living, low property taxes, and no personal state income tax. The area offers incredible outdoor recreational opportunities, an eclectic downtown area, and a great public school system.
- **Environment.** Warm, collegial, supportive people and work environment. Residence Life team morale is high; people feel connected to their work.
- **Benefits and Retirement Plan.** Attractive benefits package includes a retirement benefit that features a state contribution of 14.94% of an employee's gross salary.



PROCEDURE FOR CANDIDACY

The University of Wyoming, in consultation with Summit Search Solutions, Inc., will begin a confidential review of application materials immediately and continue until the position is filled. Please submit a CV/resume and brief letter of interest upon application. All applications and nominations will be held in confidence. To apply online, go to: <https://theapplicantmanager.com/jobs?pos=su312>

For more information or to offer recommendations or nominations:

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[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving the education and nonprofit sectors nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, Maryland, New York, North Carolina, and Utah.

Members of under-represented groups are encouraged to apply. The University’s policy has been and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment without regard to race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief, pregnancy, or other status protected by state and federal statutes or University regulations. The University’s nondiscrimination policy applies to all matters relating to its education programs and activities including recruiting, hiring, training, compensation, benefits, promotions, demotions, transfers, and all other terms and conditions of employment. To review the [EEO is the Law Poster](#) and its [Supplement](#), please see [The Diversity & Fairness page](#).

*Pursuant to Wyoming State law, W.S. 19-14-102, as amended, an honorably discharged veteran who has been a resident of the state of Wyoming for one (1) year or more at any time prior to the date when the veteran applies for employment, or any surviving spouse who was married to such veteran at the time of the veteran’s death, who is receiving federal survivor benefits based on the veteran’s military service and is applying for employment, shall receive an interview preference during the applicant screening process with the University of Wyoming. At the time of application, the applicant must possess the business capacity, competency, education or other qualifications required for the position. If disabilities do not materially interfere with performance of job duties, disabled veterans will be given preference over able-bodied veterans. **Appropriate documentation of veteran status must be provided at the time of application as outlined in the application process.** No preference will be given to a veteran currently employed by a public department.*

The University of Wyoming conducts background investigations for all final candidates being considered for employment. Offers of employment are contingent upon the completion of the background check.

Applicants with disabilities may request accommodation to complete the application and selection process. Please notify Human Resources at least three (3) working days prior to the date of need.



LARAMIE, WYOMING

Laramie is filled with hospitality, entertainment, and excitement while providing a neighborly atmosphere and warm small-town feel with a multitude of amenities and entertainment. The name “Wyoming” conjures up visions of the Old West as few others can. Laramie features a historic downtown, prairie and mountain vistas, rodeos, guest ranches, and more. Surrounded by the great outdoors, Laramie is also southeastern Wyoming’s center for arts events, with a lively music and theater scene, art exhibitions, festivals, and a variety of other entertainment. And don’t forget all the sports activities at the university and K-12 levels.

Interesting Facts:

- Also known as the “Gem City of the Plains,” Laramie is located in the southeastern part of Wyoming approximately 45 miles from the state capital, Cheyenne, and 130 miles from Denver, Colorado.
- Laramie sits at 7,200 feet above sea level in the Laramie River Valley surrounded by the Medicine Bow National Forest, the Laramie Mountains, and the Snowy Range.
- Laramie has a 6% sales tax, but does not have a state income tax or state inheritance tax.
- Laramie offers a variety of outdoor adventures with more than 250 days of sunshine per year.
- The quality of life and amenities Laramie has to offer brings several types of industries to the area including technology companies and academia.



About 20 minutes east of Laramie, the Vedauwoo Recreation Area boasts some of the best rock-climbing in the country. You can photograph abundant wildlife, dramatic mountain scenes, and jumbled rock formations. And with more than a hundred mountain biking trails, the Laramie area provides a paradise for exploration on two wheels. Whether you prefer walking or hiking; camping or day trips; fishing or hunting; mountains, lakes, rivers, or trails – Laramie offers something for everyone. Families will find fun and exploration close to town, while backpackers and sportsmen can spend a week in the high country of the Medicine Bow Mountains. And as a winter snow enthusiast, you can escape the crowds by exploring the hills, forested glens, and rolling meadows of the Snowy Range from the back of a snowmobile or on downhill or cross-country skis. Laramie is one of Wyoming’s favorite playgrounds!

For more information on Laramie please visit:

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- Visit Laramie, <http://visitolaramie.org/>
 - Laramie Chamber Business Alliance, <http://laramie.org/>
 - Laramie Main Street <https://laramiemainstreet.org/>