

Position Announcement

Residence Hall Director

MILWAUKEE INSTITUTE OF ART & DESIGN

The Milwaukee Institute of Art & Design (MIAD) is seeking a highly motivated, creative, enthusiastic, and gregarious candidate to fill the Residence Hall Director (RHD) position at MIAD. The RHD is the live-in professional working part-time (12 hours/week) supervising a coed residence hall housing 350 first year and upper-class students. The RHD reports to the Director of Residential Living & Student Engagement and is a member of the Student Services professional staff. The RHD is the residence hall night manager and has days free to pursue graduate work or other daytime commitments.

Specific responsibilities include:

1. Creating a supportive environment for the residents' educational goals that includes programs and services fostering academic achievement, personal inquiry, interpersonal understanding, and community development.
2. In collaboration with the residents, establishing and administering policies and procedures that ensure a safe and supportive community while simultaneously encouraging the creative process.
3. Assisting with recruiting, selecting, training, and supervising nine undergraduate Resident Assistants (RA's) in an organization that emphasizes personal involvement and cooperation from all members of the Student Services team.
4. Serving as the first line of response in the evenings during weekdays and weekends for conflict mediation, disciplinary action, and crisis intervention.
5. Attend weekly meetings with the Director of Res. Life so both parties can stay current on resident, staff, and building issues.
6. Assist RAs in establishing, coordinating, and supervising a wide array of residence hall programming including all-hall and floor meetings, and social and developmental activities.
7. Maintaining effective communication with The 252 general management team and MIAD Security in order to ensure the physical safety of the residents, timely maintenance of the building, and effective management of the residence hall.
8. Attend weekly staff meetings involving the RA's and Director of Res. Life to discuss student issues, programs, maintenance concerns, etc.
9. Supporting Student Party and MIAD's annual traditions.
10. Serve as a member of the Orientation Committee, responsible for coordinating specific programs (ie the Welcome Back Street Festival and Upper Class Move-In).
11. Assisting with the evening residential components of the summer *Pre-College Program* (the last three weeks of July).
12. Additional opportunities for compensated work through the day-time components of the summer *Pre-College Program*, as well as Facilities Management, Orientation, and 252 office work.

Qualifications: Bachelor's degree and live-in residence hall experience (i.e., Resident Assistant or comparable experience) required. Must be a student in Marquette's Student Affairs in Higher Education program.

Remuneration:

- Hall Director apartment at MIAD
- Parking space at MIAD
- Partial tuition scholarship from Marquette
- Meal Plan + Stipend
- Stipend: \$6,000 per year + optional summer projects

Must apply through Marquette's SAHE interview process