POSITION ANNOUNCEMENT

TITLE: DIRECTOR OF RESIDENTIAL LIFE
DEPT: RESIDENTIAL LIFE

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $50,000-$63,000 plus housing

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:
Work within the framework of the Institutions goals and objectives. Provides living arrangements for students at New Mexico Tech. Plan, organize, and direct a comprehensive residential life program that will create an atmosphere conducive to students achieving their academic and social goals. Hire, train, supervise and evaluate Residential Life employees. Enforce federal, state, local, university and department policies. Administers over Residential Life student conduct issues. Establishes and monitors department budget to support program initiatives, facilities upkeep/renovation, and conference services. Serves on an on-call rotation with other Residential Life professional staff. Creates and implements marketing objectives to prospective students, parents, and conferences. Conducts weekly meetings with staff. Oversees Summer Conference Program in the planning, scheduling, and logistical support for conference attendees including contracts, invoicing, food service, residence hall accommodations and meeting space. Work with other departments on recruitment, retention, orientation, and new programs. This position also includes work responsibilities that will occur outside of normal business hours.

REQUIRED QUALIFICATIONS:
Bachelor’s degree required in Higher education, counseling, or business management. Master’s degree preferred. Accounting desired. Marketing desired. Knowledge of Banner & Argos desired. Knowledge of Microsoft Office including Word, Excel, and Access required. Knowledge of Google office desired. Exceptional oral communications skills required. Ability to communicate effectively with students, faculty, admin, alumni & public required. Commitment to philosophy of quality customer service required. Outstanding interpersonal skills required. Demonstrated ability to work effectively in a multi-cultural environment required. Excellent organizational, planning, analytical and problem solving skills required. Available for evening and weekend work required. Must be able to handle multiple tasks simultaneously under deadline conditions. Must be able to demonstrate ability to organize work and work with little supervision. Must be able to work effectively despite frequent interruptions. Criminal background check will be required. Must live on campus with housing provided by the university. Current state issued driver’s license is required upon employment. Must be able to obtain the following licenses within 30-60 days of employment: NM Driver’s License, Defensive Driving Certificate,15-Passenger Van Certificate.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 022, Socorro, NM 87801