



Area Director

Come join a dynamic environment in the Department of Residence Life! A place where we value learning, wellness, social justice, diversity, community, connections and balance. Each of these departmental core values informs how we do our work, train student leaders and try to create an inclusive community. Become a part of our community and bring your own set of unique experiences, perspectives, and ideas to help us continue imagining a residential curriculum.

The Area Director is responsible for 1 of 4 areas of campus housing approximately 525 students; directly supervise (15-18) student staff, act as emergency on-call staff member for entire campus community, essential personnel in crisis situations, make appropriate interventions and referrals; assist in the selection, training and evaluation of student staff as well as student leaders. Work closely with elected house leaders and act as advisor to house councils. Serve on other departmental and all campus committees as needed. Personally, connect with students through “face to face” interactions on a regular basis.

This is a 10-month position and is also a required live-on position that serves as essential personnel when determined appropriate.

Compensation includes a two-bedroom apartment on-campus (this is not a live-in position), as well as furniture allotment and a meal plan during the academic year. Partners, families and pets are welcome!

Additionally, we offer exceptional benefits!

- Medical, Dental and Vision insurance that starts with the date of hire.
- Generous Paid Holidays and time off
- A Retirement Plan with a 9% Employer Funded annual contribution
- Tuition Benefits with family offerings
- Professional Development financially supported

Take appropriate actions to support a diverse workforce and participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

Essential Functions

Student Development 35%

Respond to student conduct within assigned residential area

Supports students as they navigate conflict

Provide programming support to student staff and other house leaders

Address community issues as they arise

Provide support for students in collaboration with other campus stakeholders

Leadership Development 35%

Supervise student staff

Train of student staff

Provide support to students as they register house social events

Provide leadership support for elected house leaders

Residence Life Operations 30%

Serve as the staff member on-call for after hour emergencies

Support the recruitment and selection of student staff

Manage the assigned area office

Be a member of at least one departmental committee

Administrative work

Considered essential personnel in specific situations

Other duties as assigned

Other Functions

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

Minimum Qualifications (knowledge, skills, education, experience, certifications, licenses)

Bachelor's degree plus 2-3 years relevant residence life experience or equivalent combination of education and experience. Experience working with individuals from diverse backgrounds.

Preferred Qualifications

Master's degree in Higher Education, Student Personnel Administration or related area preferred.

Skills

Experience in higher education, counseling, or related field and with a focus on education and training; excellent organizational, interpersonal and communication skills; sound judgment and the ability to multitask, prioritize and de-escalate crisis situations. Must have the ability to interact and communicate with diverse constituencies, including but not limited to students, faculty, staff at all levels, and can work effectively individually and as a team member.

Additional Information

REQUIRED HOURS: The regular hours for this full-time position are 8:30 a.m. to 4:30 p.m., Monday – Friday during the academic year and 8:00am to 4:00pm during the summer break.

Weekend and evening work hours will be required. Regular hours may vary due to needs of the College or division.

For the care and safety of our community, Smith College requires that all employees be vaccinated as a condition of employment and as such, the incumbent will be required to be immunized against COVID-19 on or before their first day of employment. Proof of vaccination status will be required. Individuals may seek medical or religious exemption with HR, but must do so prior to their arrival.