



Carleton
RESIDENTIAL LIFE

AREA DIRECTOR

Carleton College provides housing for approximately 1850 students in eleven residence halls, twenty-six houses, and nine townhouse apartments. The Area Director is a live-in staff member who works with the staff and students to develop a comfortable living and learning environment and assists individuals with their personal development. As a member of the Residential Life Staff within the Division of Student Life, the Area Director will serve in many capacities including the roles of a community builder, educator, adviser, supervisor, and administrator. In these roles the Area Director helps to shape the quality of the residential experience for the students.

The Department of Residential Life supports the educational goals of the students and the mission of the college. The residential living - learning environment is designed to enhance student growth and development through individual and group experiences in the following areas:

- Community Living
- Healthy Relationships
- Diversity Awareness and Appreciation
- Goal Setting and Achievement
- Holistic Development
- Value Formation and Confirmation

In order to reach these goals, specific responsibilities of the Area Director include:

Supervision

- Conduct weekly staff meetings with Resident Assistants to provide information, coordinate initiatives, assist with residential issues, and provide on-going training and team development.
- Provide on-going feedback, advice, and support to student staff through consistent one-on-one meetings as well as formal feedback through performance evaluations.
- Encourage the achievement of specific goals and objectives in relation to the RA position.

- Participate in the annual pre-academic year orientation and training for Area Directors and Resident Assistants and in the development programs offered throughout the year.
- Share in the responsibility for the recruitment and selection of student staff.

Community Development

- Be visible in the residential area, viewed by residents as available and approachable.
- Be an effective role model, demonstrating the values appropriate to community living.
- Assess student needs and interests on a continual basis.
- Follow-up on student needs as determined by CARE team discussion or other interactions.
- Assist students in developing personal responsibility for their actions and respect for the rights of others.
- Establish an atmosphere conducive to academic success.
- Develop, encourage, and participate in activities and programs in the hall.
- Assist students with individual problems through advising, counseling, and referral.

Administration

- Attend weekly departmental meetings and monthly division meetings.
- Collect and disseminate Residential Life information to staff and residents.
- Manage crises and participate in the Residential Life on-call system and CARE team meetings. Serve as the building liaison in emergency situations.
- Complete weekly reports, term reports and end of the year reports.
- Communicate with custodial services, maintenance, and campus security services regarding building issues.
- Assist with opening and closing of residence halls. Be available on campus before the halls open each term and remain on campus until all areas are closed and closing activities are completed at the end of each term.
- Assist the department with the coordination of fire drills, fire safety inspections, and safety related issues.
- Provide assistance to the central office regarding accurate building rosters, room changes and facility issues.
- Assist in the hiring processes of Resident Assistants and Area Directors.
- Perform other duties as assigned within the Office of Residential Life.

Campus Liaison

- Be familiar with campus resources for student referrals, program development, and staff/student leader training.
- Establish a working relationship with other Student Life and campus offices to prevent and resolve student problems.
- Work with the custodial staff to ensure student support and clean facilities.
- Work within the Division of Student Life on committees, task force groups and special projects.
- Encourage and initiate interaction among residence hall students, faculty, staff and others.

Conduct and Community Standards Responsibilities

- Serve as conduct hearing officers upholding College community standards as outlined by the Dean of Students office and the *Student Handbook*.
- File and review reports through the online reporting system as appropriate.
- Meet with students to discuss situations that are not in accordance with our community standards.

Remuneration

The Area Director position is a full-time (.92 FTE) 12-month appointment, presently salaried at \$32,500, with an excellent benefits package. In addition, a furnished 2-bedroom apartment within the assigned residence hall, and a meal plan (during regular dining operation) valued at \$10,000 will be provided. In addition, Area Directors are given an allocated amount of money each year for professional development. Area Directors are provided with a furnished office space, college issued laptop, and any other pieces to complete their tasks. Each position is for one academic year and must be renewed by the College each year for continuation. **(Once appointed, AD's may use their apartment continuously until they leave employment with the Office of Residential Life.)**

Residential Life will provide the Area Director with the support, training, resources, and leadership necessary to carry out their position responsibilities. Opportunities for professional growth will be provided through department and divisional support. The Area Director can expect to receive feedback regarding job performance and professional growth on a regular basis. Carleton Residential Life is committed to assisting and supporting the Area Director in the pursuit of their career goals.

Qualifications

Carleton Residential Life seeks candidates with a master's degree and previous residential life experience. All Area Directors must be committed to working with individuals and groups of traditional aged college students in a residential setting. In addition, the Area Director must be available to work on some evenings and weekends. Area Directors are required to live in campus housing.

**CARLETON COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO EXCELLENCE THROUGH DIVERSITY.**