



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Area Director for Upperclassmen Residential Experience

Job Class: Administrative

Department: Student Affairs

Reports to: Assistant Director of Residence Life

FLSA status: Full-time/Exempt/12-months

To Apply: Please email an [Otterbein Employment Application](#), resume and cover letter to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For an Otterbein Employment Application or more information: Please visit <http://www.otterbein.edu/careers>

SUMMARY: This is a live-in position, responsible for approximately 600 upperclassmen students living in two suite-style and two traditional residence halls. This position is responsible for staff supervision, community development, behavioral intervention, budget and facility management and leading departmental special initiatives.

BENEFITS at Otterbein include: tuition benefits for employees and their dependents, 4 weeks of vacation, 11 paid holidays, medical, dental, vision, and competitive employer contributions to a 403(b) retirement plan.

ABOUT OTTERBEIN UNIVERSITY: Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,495 undergraduate students in more than 70 majors and 393 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 9 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Staff supervision, evaluation, training and selection (35%)

- Directly supervise and evaluate approximately 16 Resident Assistants and 3 Head Resident Assistants
 - Head Resident Assistants are RAs who work an additional 5 office hours a week focused on administrative tasks.
- Support Assistant Director in staff recognition, recruiting, selection, and training processes.
- Conduct weekly staff meetings and bi-weekly individual meeting with direct reports.
- Create and execute group and individualized development plans for direct reports.

Student intervention, support & programming (30%)

- Address student behavior including reporting violations of the student code of conduct, interpreting the student code of conduct and serving as a judicial hearing officer.
- Lead retention efforts including planning educational programming, meeting individually with at risk students, and training paraprofessional staff to address retention concerns.
- Manage residence hall programs with hall staff, emphasizing developing community, critical thinking skills, healthy lifestyles, residence life learning outcomes, and collaborative efforts across campus.
- Manage community development with residents and support those who experience personal, social, emotional, physical and academic concerns through educational programming and/or referrals.

- Serve as an advocate for diverse student populations.
- Assist in the development and execution of an intentional upperclassmen residential experience.

Facility supervision (15%)

- Supervise hall facility needs including opening and closing, key management, furniture inventory and monitoring cleanliness and maintenance of the facilities.
- Manage break housing including facilities, selection and resident needs.

Housing Operations (10%)

- Manage room assignments and room change/vacancy/consolidation processes within area in coordination with the Assistant Director.
- Support Housing Selection process.
- Maintain student information on multiple university platforms (Banner, excel).

Budget Management (5%)

- Supervise area programming, staff development and facility budgets.

Campus Involvement (5%)

- Participate in the Otterbein campus community through campus committees and summer orientations.
- Maintain open lines of communication with all members of the community and serve the developmental needs of students.

SUPERVISORY RESPONSIBILITIES: Supervises head resident assistant and resident assistant staff as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Master’s degree required with at least 1 year experience in residence life, educational programming, supervision or advising.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid driver’s license and willingness to become a university certified driver

LANGUAGE SKILLS: Ability to understand and work with all nationalities

MATHEMATICAL SKILLS: Basic math and ability to use Excel and calculator. Budget management and housing projections

TECHNICAL SKILLS: Must be technically competent and comfortable using a variety of software applications and office machines

REASONING ABILITY: Must be able to reason with a number of personalities and backgrounds; must be able to make important decisions quickly; must be able to deal with constant interaction with students and faculty/staff campus-wide. Must be able to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sitting for periods of time in front of a computer; constant interaction with students, faculty, and community; loading and unloading supplies; standing or sitting for periods of time. Ability to lift up to 20lbs. Walk up four flights of stairs. Ability to reach above one’s head and below one’s knees. Must be able to meet regular and predictable attendance standards.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties performed primarily in an environmentally controlled office and residence halls.

Must live in furnished apartment on campus provide by the University.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald Director of Human Resources and Legal Affairs
Title IX Coordinator
614.823.1130