Capital University’s Residential and Commuter Life Office is seeking an Area Director. This individual is responsible for promoting student learning and success and works collaboratively with other campus departments to maximize the potential of residence halls to impact student growth and development. This individual assists in providing overall administration of their assigned buildings, including enforcement of University regulations/policies, Resident Assistant selection, training, and supervision, educational programming, conflict resolution, and administrative/facilities management.

Primary roles and responsibilities:
- Administer residential areas, including the opening and closing of the residence halls.
- Provide personal and academic support for residential students.
- Serve as a resource regarding university and community services to assist students.
- Supervise multiple paraprofessional staff regarding community development and programming.
- Participate in the planning and implementation of staff selection, training, and on-going development.
- Manage building occupancy through the administration of roommate resolution meetings and room changes.
- Ensure the safety and appearance of the residence halls through the maintenance of room and building keys, housekeeping reports, and facilities work tickets.
- Adjudicate residence hall level student conduct incidents and implement educational sanctions for violations.
- Participate in an on-call rotation to provide leadership during emergency or crisis situations in cooperation in Public Safety.
- Lead a major departmental project or participate in a collateral assignment within the Division of Academic and Student Affairs.

Qualifications:
- Master’s degree preferred in Higher Education, College Student Personnel, Educational Administration, or an equivalent combination of education and experience is required.
- Excellent skills in using Microsoft Office Suite, including Word, Access, Excel, and Outlook. Ability to learn Datatel.
- Ability to handle sensitive information and maintain confidentiality.
- Ability to solve practical problems and deal with a variety of situations.
- Excellent professional verbal and written communication skills.
- Required to live in one of the University owned residence halls

This position is a 12 month position, which includes a furnished apartment and full board plan. The anticipated start date is July 1, 2015. Priority for consideration will be given to those materials received on or before May 15, 2015.

Capital University offers a rich benefits package that includes medical, dental, retirement, family education benefits, long-term disability, life insurance and free parking.

Please send resume, cover letters, and contact information for three professional references electronically to:
Area Director Search Committee
studentaffairs@capital.edu

For more information on Capital University, visit our website at www.capital.edu.
Capital University is an equal opportunity employer.
Qualified minorities, women, and persons with disabilities are encouraged to apply.