



Midland College

December 1, 2009

STUDENT LIFE DIRECTOR

RESPONSIBILITIES

- Manages the Residence Life program
- Supervise and train Housing Department, Student Activities and Intramural staff
- Direct planning, development, implementation and evaluation of the Student Life Program
- Oversee department budgets for Housing and Student Activities/Intramurals
- Assist students with registration, adds, drops and withdrawals from the College
- Assist Residence Hall students in academic, personal and social areas and refer students for counseling assistance
- Coordinate organizational procedures for college Residence Halls
- Assist in planning recreational and educational programs for Residence Halls/ Student Activities Office
- Plan and supervise an appropriate program for student discipline
- Responsible for knowing and enforcing all college policies concerning student conduct in the Residence Hall
- Serve as disciplinary officer for all residence hall infractions
- Participate in the campus wide CIRT (Critical Incident Response Team) committee.
- Provide ongoing leadership and organize staff training for crisis response.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree required; a Master's degree is preferred
- Three to five years college experience dealing with public and students of diverse socio-economic, ethnic and cultural backgrounds
- Strong interpersonal, communication and organizational skills required
- Management, supervisory and Residence Hall experience preferred
- Able to handle a fast-paced work environment and detail oriented tasks
- Ability to work effectively, autonomously and collaboratively
- Knowledge of computer programs

SALARY

Starting salary is \$40,000 to \$50,000. Salary commensurate with educational qualifications and employment experience. Excellent fringe benefits. Anticipated starting date is January 18, 2010.

APPLICATION

Interested candidates should send a resume, completed official application, official transcripts sent directly to the Human Resources office from the institutions attended, three letters of reference, and a statement addressing responsibilities, qualifications and how they meet the desired characteristics. Applications should be sent to:

Zaira Valeriano
Director of Human Resources
Midland College
3600 N. Garfield
Midland, Texas 79705
(432) 685-4534

Midland College Is an Equal Opportunity Employer

This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation. Midland, Texas 79705-6399 • (432) 685-4500 • www.midland.edu