Director of Residential Life

Fulton-Montgomery Community College is a part of the State University of New York System and is located on 195 acres in a historic center of New York State, approximately 40 miles west of the state capital, Albany. FMCC is a comprehensive, two-year college with an increasing enrollment of approximately 2,800 full- and part-time students, including approximately 150 international students from 25 countries and the New York City Metro Area. FM offers over 40 Degree and Certificate Programs.

The Director of Residence life will lead the residential program for approximately 340 students. This will entail coordination of all educational, social/recreational programming, staff management and training, judicial reviews, budgeting, facilities, and safety responsibilities.

Requirements: MA/MS in Student Services, College Counselling, Higher Education or related field, significant supervisory experience, and 3 years of residence life experience with a diverse student population, and valid/insurable driver license.

Start Date: July 2015.

Salary: Mid $50k No cost premium for health/dental insurance, pension and more.

Please send cover letter and resume to Directorreslife@fmcc.suny.edu the search will remain open until the position is filled. For more information visit www.fmcc.edu.
Fulmont College Association

Position Description

POSITION TITLE: Director of Residence Life, 12 month position

CLASSIFICATION: Contract Employee

DEPARTMENT: FCA/Student Affairs

REPORTS TO: Vice President for Student Affairs

MINIMUM QUALIFICATIONS:
A Master’s Degree in Higher Education Student Development or related field, significant supervisory experience, and three years of residential life work experience with diverse population required. Must be willing and able to work a flexible schedule to insure successful outcomes for residential programs. Ability to work collaboratively with facilities and public safety staff to insure a well-balanced residence life program. Must maintain a valid New York State driver’s license and driving record acceptable to FCA standards.

SUMMARY OF MAJOR RESPONSIBILITIES:
The Director of Residence Life will lead the operation of the residence life program and lead the development and implementation of educational, social, and recreational programming for a growing diverse residential population of community college students at two locations. This position will serve as the point person for student conduct issues and judicial matters. Must be able to cultivate a positive living and learning atmosphere and an environment with that promotes student success and development. Responsible for training the residential life staff, consisting of two Assistant Directors, Activity Assistants and Resident Assistants. Oversight and responsibility for the residential life budget.

PRIMARY FUNCTIONS:
- Administrative management and oversight of a growing residence life program at Fulton-Montgomery Community College, with current occupancy of 343 students at two locations.
- Provide leadership in the continued development of a positive living and learning environment for a diverse student population.
- Management and evaluation of two assistant residence life directors and two campus activity assistants.
- Develop and administer Residence Assistant program; select, guide, evaluate and supervise the Resident Assistants.
- Supervise judicial review for residence life population, and provide necessary documentation on process and outcomes. This includes attendance at student meetings, recommendations for sanctions, and tracking sanctions.
- Lead effective conflict resolution for residential population.
- Responsible for Residence Life Club and developing and implementing recreational programs at residence halls.
• Share residence on-call responsibilities and respond to incidents and needs within the residential environment.
• Oversee the development and assessment of housing policies and procedures and recommend potential changes.
• Oversee the organization and implementation of residence move-in, orientation and check-out, including damage assessments.
• Prepare and monitor the residence life annual operating budget.
• Work with campus staff to collaborate both on-campus and residential based events.
• Manage the day-to-day operation of residential program with regard to facilitating information regarding payment plans, vending services, laundry services, etc.
• Responsible for weekly health and safety room inspections, working collaboratively with public safety staff.
• Organize and conduct regular tours of residential facilities to prospective students and families.
• Oversight and marketing of summer housing programs.
• Member of S.O.S. behavior intervention team.
• Actively participate in FCA meetings.
• Perform other duties as assigned.