Position Announcement

Residence Hall Director

MILWAUKEE INSTITUTE OF ART & DESIGN

The Milwaukee Institute of Art & Design (MIAD) is seeking a highly motivated, creative, enthusiastic, and gregarious candidate to fill the Residence Hall Director (RHD) position at MIAD. The RHD is the live-in professional working part-time (12 hours/week) supervising a coed residence hall housing roughly 300 first year and upper-class students. The RHD reports to the Director of Residential Living & Student Engagement and is a member of the Student Services professional staff. The RHD is the residence hall night manager and has days free to pursue graduate work or other daytime commitments. The ideal candidate will either be enrolled in a student services graduate program or be interested in exploring student services as a career.

Specific responsibilities include:

1. Creating a supportive environment for the residents’ educational goals that includes programs and services fostering academic achievement, personal inquiry, interpersonal understanding, and community development.
2. In collaboration with the residents, establishing and administering policies and procedures that ensure a safe and supportive community while simultaneously encouraging the creative process.
3. Assisting with recruiting, selecting, training, and supervising eight undergraduate Resident Assistants (RA’s) in an organization that emphasizes personal involvement and cooperation from all members of the Student Services team.
4. Serving as the first line of response in the evenings during weekdays and weekends for conflict mediation, disciplinary action, and crisis intervention.
5. Attend weekly meetings with the Director of Res. Life so both parties can stay current on resident, staff, and building issues.
6. Assist RAs in establishing, coordinating, and supervising a wide array of residence hall programming including all-hall and floor meetings, and social and developmental activities.
7. Maintaining effective communication with The 252 general management team and MIAD Security in order to ensure the physical safety of the residents, timely maintenance of the building, and effective management of the residence hall.
8. Attend weekly staff meetings involving the RA’s and Director of Res. Life to discuss student issues, programs, maintenance concerns, etc.
9. Supporting Student Party (formerly Government), and MIAD’s annual traditions.
10. Assisting with the evening residential components of the summer Pre-College Program (the last three weeks of July).

Qualifications: Bachelor’s degree and live-in residence hall experience (i.e., Resident Assistant or comparable experience) required. Must be a student in Marquette’s Student Affairs in Higher Education program.

Remuneration:
- Hall director apartment at MIAD
- Meal Plan + stipend
- Parking space at MIAD
- Stipend: $6,000 per year (subject to increase)
- Potential tuition partial tuition scholarship from Marquette

Must apply through Marquette SAHE interview process