

*Minnesota State University Moorhead is committed to diversity in its programs and activities, and actively seeks to hire persons who share in that commitment.*

**POSITION:**

Director of Housing and Residential Life

**DATE OF APPOINTMENT:**

Anticipated: August 17, 2009 (negotiable)

**CLASSIFICATION AND SALARY:**

Minnesota State University Association of Administrative and Service Faculty (MSUAASF), Twelve-month Contract  
Range E: \$51,604-\$89,856  
The salaries of new employees shall not exceed the midpoint of the range without the Chancellor's approval.

**QUALIFICATIONS AND EXPERIENCE:**

**Required:**

- A Masters Degree in College Student Personnel or closely related field
- Seven years significant full-time professional leadership experience in Residential Life/Housing at the Director, Associate or Assistant level
- Supervisory experience with professional, support and student staff members with a broad range of skills, knowledge and abilities
- Demonstrated ability to work successfully with persons of diverse backgrounds
- An understanding of student development needs and issues relating to administering a residential life program including: student and community development, cultural diversity, academic support programs, student judicial systems administration, residence hall student governance, crisis intervention and management, program assessment, and mediation and resolution of student and parent conflicts
- Knowledge of annual and short-range facility planning
- Knowledge of residential life cleaning and maintenance operations and food service facilities

- Knowledge of administrative procedures including room assignments, marketing, housing contracts
- Knowledge of financial management and budgeting experience
- Knowledge of University Food Service contract administration
- Ability to represent the department to internal and external constituencies
- Demonstrated ability for developing collaborative partnerships as a part of a University and greater community
- Demonstrated skills in creative problem-solving
- Excellent oral and written communication skills
- Excellent organizational skills including ability to prioritize and manage multiple and competing priorities

**Preferred:**

- Experience with living learning communities
- Experience with housing facility master planning

**RESPONSIBILITIES:**

- The Residential Life Director is responsible for the administration of all aspects of Minnesota State University Moorhead's residential life program encompassing seven residence halls and one apartment building, with approximately 1600 students.
- Foster a living and learning environment conducive to the academic and personal development and success of students including a strong partnership with Academic Affairs for the Learning Communities program, provide oversight and direction of administrative functions including budget development and management.
- Provide oversight and direction of facilities functions including maintenance
- Annual and long-range planning – create annual and long range financial, facilities Master Plan and program plans, incorporating MnSCU guidelines and current best practices in university housing administration.
- Budget and related administration – develop and monitor annual auxiliary budget in excess of \$8M, forecast and manage occupancy, forecast and manage revenue and expenditures; develop and manage technology initiatives including department website, internet, cable phone service in residence hall rooms and administrative spaces; contract and summer conferencing administration.
- Student Affairs, University, MnSCU and external contact: develop and maintain working relationships with students, parents, Residential Life constituents throughout the University and MnSCU, the media, professional organizations and other significant external constituents.
- Provide oversight and direction for staff hiring, training and supervision.
- Serving as board plan liaison to the University's food service provider.
- Collaborate with other departments within the Division of Student Affairs and the University and represents the department to internal and external constituencies.

**APPLICATION INFORMATION AND DEADLINE:**

Application must include a letter of application, resume, unofficial transcripts, names, addresses, phone numbers and email addresses of five current references, and a completed MSUM Standard Application Form sent directly to the address below. Review of completed applications will begin May 15, 2009 and continue until a successful candidate is selected.

**NOTICE:** In accordance with the Minnesota State Colleges and Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

See <http://www.mnstate.edu/vacancy/standappform.htm> for a link to the MSUM Standard Application and the Supplemental Personnel Data for Affirmative Action Recruitment forms. The successful candidate must provide official transcripts of all academic work completed and, under U.S. Citizenship and Immigration Services regulations, be able to accept work in the U.S. by the day employment begins.

**APPLY TO:**

Karen Mehnert-Meland, Chair; Director of Housing and Residential Life Search Committee; Minnesota State University Moorhead, Moorhead, MN 56563  
Phone: (218)477-2447, FAX: (218)477-2052, email: [meland@mnstate.edu](mailto:meland@mnstate.edu)

- Persons writing letters of reference should be advised of Minnesota's open records law, which allows for letters to be available to applicants upon request.
- Minnesota State University Moorhead is an equal opportunity educator & employer and is a member of the Minnesota State Colleges & Universities System. This information will be made available in alternate format, such as Braille, large print or audio cassette tape, upon request by contacting Disability Services at 218.477.2131 (voice) or 1.800.627.3529 (MRS/TTY).

## THE UNIVERSITY

Our mission: "We develop knowledge, talent, and skills for a lifetime of learning, service, and citizenship."

Established in 1887, Minnesota State University Moorhead's 199-acre campus is located in Moorhead, Minnesota, in the heart of the Red River Valley.

MSU Moorhead offers 74 undergraduate majors with 96 different emphases and options, 16 pre-professional studies programs, and 13 graduate degree programs. Included in our majors are 32 areas of teacher licensure preparation. Our professional programs are grounded in the liberal arts, designed to provide a broad base of knowledge and cultural themes.

MSUM enrolls approximately 7,500 students from 41 states and 49 countries. In addition, MSUM is part of the Tri-College University, an educational consortium that includes Concordia College, a private college in Moorhead, and North Dakota State University in adjacent Fargo, North Dakota.

To learn more about MSU Moorhead, please visit the Web site: [www.mnstate.edu](http://www.mnstate.edu)

## THE COMMUNITY

Moorhead and Fargo are central to a thriving regional center with a population of 174,367 for the Metropolitan Statistical Area (2000 Census), a 13.7 percent increase from 1990. The metro ranks 6th highest on Labor Force Participation Rate, 6th lowest on Average Travel Time to Work (minutes) and has the 40th lowest Median Age. Higher education is a major community enterprise, with more than 25,000 students contributing to an atmosphere rich in arts, culture, sports and social activities. The cities enjoy a major concert venue; university, independent and community theatres; symphony orchestra; jazz concerts; annual film festival; civic opera; art galleries and museums; and numerous family attractions and events.

Moorhead public schools serve 5,442 students in an area recognized for superior student academic achievement and far-reaching extracurricular activities. Moorhead schools are all new or totally remodeled. For the past 15 years, Fargo public schools have earned the **What Parents Want Award** from SchoolMatch. Fargo schools ranked in the top 17 percent in the nation (Gold Medal) in a 2004 report published by *Expansion Management* magazine, and have been selected as one of the **Best 100 Communities for Music Education** in the country.

Hector International Airport is served by Northwest Airlines, Allegiant Air, Delta Airlines and United Express and provides non-stop jet service to/from Chicago, Phoenix-Mesa, Las Vegas, Orlando, Minneapolis and Denver.

The Fargo Moorhead community is ranked among the best places in the country to live, work, attend school and conduct business. Recent community accolades:

- Ranked 8th out of **25 Best Markets to Find a Job**. (MSN and CareerBuilder.com, October 2008)
- Named the **5th Healthiest Place to Live and Retire in America**. (*AARP The Magazine*, September/October 2008)
- Listed 46 on the **Best U.S. Cities for Doing Business**. (Inc.com, July 2008)
- Ranked 88 in *Money* magazine's top **100 Best Small Cities** in the nation. (July 2008)
- Named **One of the Cleanest Cities in America**. (American Lung Association's State of the Air: 2008 report)
- Placed 24 in *Fortune Small Business* magazine's top **100 Best Places to Live and Launch a Business**. (April 2008)
- Named one of the **10 Most Affordable Places to Live and Work**. (*MSN Real Estate*, March 2007)

- Ranked in the **Top 100 Metropolitan Areas** based on the community's long-term ability to consistently grow in size and quality. (POLICOM Corporation's 2007 Economic Strength Rankings)

- Listed 4th on the **Best Small Metro Areas for Business and Careers**, marking the fifth consecutive year Fargo Moorhead has made the top five in the category. (*Forbes* magazine, April 2007)

- Minnesota placed 2nd and North Dakota 7th in the KIDS COUNT ranking of U.S. states for child well being. (The Annie E. Casey Foundation, July 2007)

## NINE-MONTH FACULTY APPOINTMENTS

Along with all other Universities that are part of the Minnesota State Colleges and Universities System, standard faculty appointments are for 168 duty days distributed over any nine consecutive months. The nine months need not align with the traditional academic year and may be changed every two years. Initial faculty appointments at MSU Moorhead are expected to be similar to or the same as the academic year unless otherwise indicated on the vacancy notice.

## NONDISCRIMINATION

Minnesota State University Moorhead is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by the law is prohibited. Inquiries regarding compliance should be referred to Barb Seiler, Affirmative Action Officer/Title IX Coordinator, Owens 214B, 218.477.2229 (Voice).

## REQUEST FOR REASONABLE ACCOMMODATION

It is the policy of Minnesota State Colleges and Universities to provide reasonable accommodations to job applicants with disabilities when such accommodations are directly related to competing for a job on an equal basis.

Applicants having special needs which require accommodation should contact Edward L. Choate, Human Resources Director, Owens 210C, Minnesota State University Moorhead, Moorhead, Minnesota 56563, 218.477.2066 (Voice). For TTY communications, contact the Minnesota Relay Service at 1.800.627.3529.

## AVAILABILITY OF MINNESOTA STATE UNIVERSITY MOORHEAD ANNUAL CRIME REPORT

Minnesota State University Moorhead Annual Security Report is directly available at: <http://www.mnstate.edu/security/annualcrime.cfm> or through our website at: <http://www.mnstate.edu/security/patrol.cfm>. I encourage all prospective students, employees, and visitors to familiarize yourself with the information and policies contained in the report.

The report contains statistics for the previous three years concerning reported crimes that occurred on campus: in certain off-campus buildings or property owned or controlled by Minnesota State University Moorhead; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a free copy of this report by contacting Michael Parks, Director of MSUM Security at 218.477.2449 or at [parks@mnstate.edu](mailto:parks@mnstate.edu).

# Vacancy Notice



A member of the Minnesota State Colleges & Universities System

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