St. Joseph's College is a Catholic College affiliated with the University of Alberta. Its vision is to develop its identity in the heart of the University of Alberta, ensuring that the Catholic Intellectual Tradition continues to be promoted in higher education in Alberta and Canada. The College fulfills its mission by educating over 2,400 students per year through its 71 course offerings, providing residences to 284 women and 63 men and offering a place for the university and surrounding communities to worship.

The College is seeking a skilled and experienced Director of Residence to develop, manage and deliver a comprehensive residence services program. Reporting to the Chief Administrative Officer, the Director of Residence is responsible for the effective management and oversight of the College’s residence operations in support of the vision and mission of the College. This includes working in partnership with Campus Ministry in response to a range of student life issues, ensuring that the educational, emotional and physical needs of the residents are met. In partnership with Advancement, the Director will market and promote the residence facilities. On a daily basis, the Director manages the residence budget, develops and implements comprehensive residence management systems and processes, oversees the residence life program including the development of a vibrant campus living experience, manages the health and safety of residents and responds to a range of daily issues including emergent student health matters. The Director is also responsible for supervising and providing leadership and mentorship to the Manager of Residence Operations, a team of 20 Residence Life Assistants (RLAs) and Front Desk Receptionists during summer residence operations.

The successful candidate will demonstrate the following knowledge, skills and competencies:

- Minimum of five years experience working in a student housing environment
- A related undergraduate degree or combination of undergraduate education and experience in student housing
- Excellent leadership, communication and organizational skills
- Ability to lead, supervise and motivate a team
- Ability to work independently, problem solve and the desire to show initiative and creativity
- Experience in student development, advisement, facilitation and group collaboration
- Experience in responding to and managing critical incidents including student mental health issues
- Customer service focus
- Strong outreach and marketing skills
- Budget management skills
- Proficient computer skills

**Salary Range:** Administrative Officer 2 $57,223 to $80,313
**Hours of Work:** 35 hours per week. The Director is on a rotating on-call schedule to respond to any emergency incidents in the residences including attending the College during off hours. The Director is also required to attend some evening meetings, as well as be present on the move in and move out weekends in the residence. The Director is not entitled to stand-by or over-time pay.

**Applications:** Interested applicants should submit a covering letter and resume, including three references to Philip Stack, Chief Administrative Officer, St. Joseph’s College, University of Alberta no later than Friday May 17, 2019. This competition will remain open until a suitable candidate is hired.