Job Posting Date: June 9th, 2014 **Application Review Date: June 23rd, 2014 at 4pm**

Job Title: Assistant Director of Student Life/Residence Hall Director

Location: Mayville, ND

Compensation: Minimum $24,000 per year; a two bedroom apartment; competitive benefit package including family health coverage and employee retirement plan.

Recruitment: Internal/external

Start date: August 1st, 2014, (12 month position)

Job Description: Student Services and Housing is seeking and Assistant Director of Student Life/Residence Hall Director. This position will: coordinate and direct campus-wide programming for all student constituents; assist with development of student leadership programs and development activities; facilitate and coordinate activities, programs, and events with on/off campus community entities; serve as Residence Hall Director; assist with Residence Life operations.

Minimum qualifications:

- Bachelor's degree in Student Activities, Recreation, HPE, Education, or related field
- At least 1 year experience in management, education, counseling, student activities, residence life, or related field. Related experience in the field as a student employee will be considered.
- Must be able to supervise student employees and must demonstrate the ability to communicate effectively with faculty, staff, and general public
- Must demonstrate the ability to organize work tasks, to prioritize a wide variety of job demands, and to deliver customer-oriented services
- Willing to work varied schedules including evening and weekend duties

Preferred qualifications:

- Specific experience in the management of residence life facilities, or in the direction of student activities or student groups
- Demonstrated knowledge or experience in advising or supervising student organizations
- Master's degree in College Student Personnel or Education Administration

To apply, submit: a MaSU Employment Application (available at www.mayvillestate.edu and click on the 'employment' link at the top of the page); a letter of application; a current resume; transcripts/certifications; and names and phone numbers of three professional references to: Noah Fischer, HR Officer, Mayville State University, 330 3rd Street NE, Mayville, ND 58257. Application materials received by 4pm on June 23rd, 2014 will be given first consideration.

For specific questions regarding this position contact richard.e.smith@mayvillestate.edu.
An offer of employment will be contingent on passing a background check.

ND Relay: http://www.relaynorthdakota.com/

Mayville State University is an equal opportunity employer. Members of minority groups are encouraged to apply.

Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and if claiming disabled status, a current letter of disability.