



Director of Residence Life * SUNY Sullivan Loch Sheldrake, NY

Overview of Services: SUNY Sullivan is seeking a Director of Residence Life (FT) in Loch Sheldrake, NY. Reporting to the Dean of Students and Enrollment Management, the Executive Director is the management position for the Eco Green Townhouses and supports all facets of residence life at SUNY Sullivan. Areas of responsibility include coordination with all relevant College services and/or delegation in the areas of residence management and administration, resident student programming, customer service, business and fiscal operations, buildings and grounds operations, and overall quality of residence life at SUNY Sullivan.

Required Qualifications:

Bachelor's degree in student affairs, crisis management, or a related field

Minimum of 5 years' experience in residence life work with increasing degrees of responsibility in residence life management

Experience working with a board of directors or similar body

Demonstrated experience in budget development and financial management

The ideal candidate will possess proven leadership qualities, excellent oral and written communication skills as well as the ability to inspire achievement among students

Skills:

Excellent communication and interpersonal skills

Conflict resolution and problem-solving abilities

Knowledge of student development and engagement strategies

Ability to manage multiple projects and deadlines effectively

Budget management and resource allocation skills

Familiarity with legal and regulatory compliance in higher education housing

Responsibilities:

Programming

Develop and administer an annual plan for residence hall programs, including the supporting budgets

Plan and execute social, developmental, cultural and academic events for student

residents of Eco Green Townhouses, in collaboration with the rest of the College

Work with Learning Center staff to develop and support tutoring and mentoring programs for residential students

Develop leadership and mediation skills in residential students through a range of programming, developing student leaders with mediation skills

Work with relevant college personnel to develop and market summer and other programming at the resident facility

Student Recruitment and Orientation

Collaborate with the Admissions and Enrollment management in support of student recruitment

Coordinate student orientations and onboarding in collaboration with other College units

Oversee billing and other administrative functions for student residents, ensuring good communication and understanding with student residents on a range of issues, including licenses, deposits, assignment of roommates, and transportation

Support students' quality of life and facilitate life skills trainings as needed

Administration and Operations: Safety and Security

Financial Management

Working Conditions and Physical Requirements:

Long, irregular hours, including evenings, weekends, and on-call shifts for emergencies

Office and campus presence, multitasking between administrative duties and student interactions

Deals with student crises, conflict resolution, and mental health support; emotionally demanding

Assists students with life skills including cooking, cleaning, basic maintenance

Shift and Salary: Position is Full-Time and includes sharing evening and weekend responsibilities. 35 Hours a week, Mon-Fri, \$60,000.00 to \$70,000.00, Benefits include Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, Holidays, and 401K/Retirement.

To apply please submit your cover letter, resume, and the contact information including emails for 3 professional references (one supervisor) to humanresources@sunysullivan.edu