Northeastern

Position Announcement: Assist. Residence Hall Director

Position Description:

The Assistant Residence Hall Director (ARHD) is a college employee serving the Residence Life Program administered by the Student Success Division. The personal characteristics of an effective ARHD include good judgment, sense of humor, ability to work and make decisions under pressure, flexibility, common sense, commitment to positive group community, and effective communication and leadership skills. The position is demanding in time and effort and requires a major commitment for availability and service for the residents.

Questions regarding this position should be directed to Courtney Wilkins, Director of Residence Life/Student Activities at 521-6655 or e-mail to: Courtney.Wilkins@njc.edu. For additional information about NJC, see the college web site at http://njc.edu.

Expectations:

- ***Positive attitude*** through dedication to NJC mission and values; willingness to accept and promote change; open-minded fairness and consideration of multiple perspectives; willingness to take risks, work hard, accept responsibility for personal/professional growth, lead and follow well, accept criticism, handle conflict, and motivate others.
- ***Commitment*** to cooperation, consensus building, collaboration, effective goal-setting and evaluation.
- ***Participation*** in campus organizations and activities.

Qualifications:

- Bachelors degree required;
- Prior leadership experience in a group living environment required;
- Prior experience with residence hall operations and management preferred;
- Three years experience in residence life administration preferred;
- Experience with student judicial sanctions and conflict resolution preferred.

Contract specifics:

The appointment for this position is temporary for up to 174 days from August 11, 2014 through May 15, 2015 with daily schedule from 6:00 p.m. through 12:00 a.m. Compensation will be paid at $10.00 per hour for up to 30 hrs. per week. Two bedrooms (furnished or unfurnished), air-conditioned apartment with private entrance and one 19 meal plan is provided in addition to salary when campus cafeteria is in operation. Position begins August 11, 2014.

Application:

To apply for this position individuals need to forward a letter of interest addressing position qualifications and résumé to the Human Resources Office no later than May 26, 2010. Position will remain open until filled.

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College/Community Profile:

Northeastern Junior College, one of 14 member-colleges of the Community Colleges of Colorado, lies in the rural northeastern Colorado town of Sterling. The community of approximately 14,000 residents enjoys easy access to Denver, the Rocky Mountains and other front range cities. Northeastern Junior College enrolls approximately 1,000 full-time and 2,500 part-time students through over 90 programs of study offering transfer degrees, career and technical degrees and certificate programs. As a residential campus with five halls accommodating 450+ students, the college attracts students from throughout Colorado, many states and several foreign countries. Approximately 55 full-time and 25 part-time faculty comprise the teaching staff.

***NJC Mission**:*

"Northeastern Junior College is a comprehensive two-year institution that is committed to providing excellence in learning, training, and service. We strive to produce skilled and knowledgeable students who transfer successfully and enter the workforce productively. We strive to enrich the quality of lives through affordable and accessible learning opportunities."

Northeastern Junior College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, or veteran status in its activities, programs or employment practices.

***NOTICE TO APPLICANTS:** The State of Colorado must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. This law applies to ALL PERSONS HIRED. The State of Colorado also has a direct deposit requirement of all employees. When hired you will also be required to provide correct documentation for direct deposit.*

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COMMUNITY COLLEGES OF
COLORADO