



## Position Description

Position Title: Assistant Director of Residence Life  
Department: Office of Residence Life  
Reports to: Director of Residence Life  
FTE: 1.0, Exempt  
Revised: December 2025

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### Position Summary

The Assistant Director of Residence Life supports the overall operation and oversight of campus housing and residence life at Wisconsin Lutheran College (WLC). This role may serve as a live-in area coordinator, responsible for supervising the daily community development and operations of residential units housing approximately 650 students. The Assistant Director of Residence Life is expected to understand, support, and uphold the mission and philosophy of WLC.

This position focuses on enhancing the residential community and contributing to the growth of the Residence Life department. Key responsibilities include staff training and selection, in-service programs, management of departmental data dashboards, collaboration within the Student Life team, advising and supporting student conduct processes, and performing additional duties as assigned.

The Assistant Director works closely with campus partners to support the social, developmental, and academic needs of students. This position may participate in the campus-wide duty rotation.

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### PRIMARY RESPONSIBILITIES

- Assist with Title IX compliance by supporting related training, education, and reporting processes.
- Supervise and support Resident Assistants in their daily responsibilities and professional development.
- Participate in the on-call rotation and provide response and crisis management support across campus.
- Plan and assist in the selection of student staff members, including Resident Assistants.
- Develop and implement comprehensive training programs and in-services for student staff.
- Meet with students individually and in group settings to support student success, well-being, and retention.
- Assist in maintaining accurate data for departmental dashboards and occupancy projections.
- Serve as an advisor to the Student Conduct Board.
- Coordinate and collaborate with various campus departments to address and support student needs (e.g., technology, maintenance, food service).
- Serves as a member of the nondiscrimination team.

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## **QUALIFICATIONS**

### **Education and Experience:**

- A bachelor's degree is required.
- A minimum of three years of experience in Residential Life is required.
- Prior live-on experience is preferred.

### **Knowledge, Skills, and Abilities:**

- Demonstrate a solid understanding of the teaching-learning process and its application within a residential college setting.
- Ability to work collaboratively and effectively with staff, faculty, and students.
- Flexibility to work evening and weekend hours as required by departmental needs.
- Strong organizational skills and the ability to work independently while managing multiple responsibilities.
- Demonstrated commitment to Christian servant leadership in interactions with college students.
- Proficiency in Microsoft Office Suite and other software relevant to the position.
- Excellent oral and written communication skills.
- Strong interpersonal skills that support positive relationship-building across campus.
- Commitment to serving and supporting a diverse student population.
- Ability to perform duties in a manner consistent with WLC's Code of Christian Conduct and WLC's mission, ministry, and affiliation with the Wisconsin Evangelical Lutheran Synod (WELS).
- Must be a member in good standing with the WELS/ELS.

### **Physical Requirements:**

- Ability to remain on duty and accessible for extended hours, including evenings, weekends, and holidays.
- Ability to respond quickly and appropriately to emergency situations, including physical intervention if necessary, providing basic assistance or first aid when necessary.
- Ability to walk, stand, and move throughout the residence hall and campus, including navigating up and down multiple flights of stairs.
- Ability to lift and carry up to 25 pounds, such as supplies, equipment, or materials for events.
- Ability to sit or stand for extended periods during meetings or desk duty.
- Ability to assist with physical tasks related to residence hall events, such as setting up furniture or decorations.
- Ability to visually observe residents and the environment for safety and security concerns.

As is expected of all workers, this position requires the incumbent to perform responsibilities in a manner consistent with the overall mission and core values of Wisconsin Lutheran College, as defined through its affiliation with the WELS.