



Position Description

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

Position Summary

The Assistant Director of Residence Life assists in the overall operation and oversight of campus housing and residence life at Wisconsin Lutheran College. The Assistant Director will serve as a possible live-in area coordinator with responsibility for supervising the day-to-day community development and operations of residential units housing approximately 650 students. The Assistant Director of Residence Life should have an understanding and appreciation of the mission and philosophy of the College.

The Assistant Director will focus on development within the residential life community and the growth of the Residence Life department. Responsibilities include coordinating Residence Life training, staff selection, and in-services; tracking data for departmental dashboards; working and collaborating within the division of the Student Life team; advising and supporting student conduct processes; and fulfilling other duties as assigned.

The Assistant Director will work closely with other College personnel to address the social, developmental, and academic needs of students. The Assistant Director may also participate in a campus-wide duty rotation.

PRIMARY RESPONSIBILITIES

- Assist with Title IX compliance, training, and reporting
- Assist managing and supervising Resident Assistants
- Participate in on-call response and crisis management across campus
- Plan and assist in the selection of student staff members including Resident Assistants
- Assist the Residential Life team in developing and operating robust and successful student staff training and in-services
- Work with students, individually and in groups, to resolve concerns related to student success and retention
- Assist in maintaining data for dashboards and occupancy projections
- Serve as an advisor to the Student Conduct Board
- Coordinate and collaborate with other departments to support student needs (i.e., technology, maintenance, food service, etc.)

QUALIFICATIONS

Education and Experience:

- Bachelor's degree required; master's degree preferred
- Minimum of three years of experience in Residential Life work
- Prior live-on experience is a plus

Knowledge, Skills, and Abilities:

- Demonstrated understanding of the teaching-learning process
- Ability to work effectively with staff, faculty, and students
- Flexibility is essential; evening and weekend hours are required
- Provide evidence of being a competent and self-disciplined organizer
- Demonstrated Christian servant leadership to college students
- Utilize Microsoft Office Suite along with other programs related to completing tasks for the purpose of the position
- Possess excellent oral and written communication abilities
- Demonstrated strong interpersonal skills
- Commitment to serving a diverse student population
- Must be able 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