



**Position:** Director of Residence Life & Student Advocacy

**Department:** Residence Life

The University of Pikeville Division of Student Affairs is seeking an innovative and dedicated Director of Residence Life & Student Advocacy to lead all facets of our Residence Life and Student Advocacy program. This vital role is instrumental in cultivating a vibrant, inclusive residential community that fosters personal growth, empowers student leadership, promotes cross-cultural engagement, and supports academic excellence.

As a key member of the Student Affairs team, the Director will report to the Dean of Students and provide strategic leadership in creating a dynamic residential environment while being an advocate for all students. This includes supervising professional and paraprofessional staff, managing residence hall operations, and collaborating with campus departments to implement impactful student success initiatives and facility enhancements.

**Responsibilities:**

- Collaborate with University leadership on planning and executing capital projects related to residential facilities, including renovations, expansions, and new construction.
- Provide input on design and functionality to ensure residence halls meet the evolving needs of students. Act as a liaison between residence life and facilities teams during project planning and execution phases.
- Integrate sustainable practices into capital projects and daily operations, promoting environmentally conscious living within residence halls.
- Strategically manage the departmental budget to support student-focused programs, facility upkeep, and new initiatives.
- Oversee residence hall administrative processes, ensuring timely completion of room assignments, maintenance requests, student communication, and student complaints.
- Conduct regular assessments of residence hall conditions and coordinate with facilities teams to address safety concerns, equipment needs, and major repairs.
- Collaborate with academic and student success teams to identify at-risk students and provide tailored interventions to promote their retention and success.
- Develop, collaborate, and implement programs that address key retention factors, such as academic support, mental health resources, financial literacy, and community integration.
- Equip students with leadership skills through intentional opportunities, including residential councils, and peer mentoring programs.
- Create partnerships campuswide for workshops and programs focusing on life skills, career readiness, and academic excellence. Partner with career services and academic departments to provide resources for future success.
- Promote cross-cultural understanding and celebrate diversity within residential communities through targeted programs and events.
- Work closely with departments such as Academic Affairs, Public Safety, Athletics, and Student Success to ensure a cohesive approach to supporting students.
- Regularly review residence life policies to ensure compliance with institutional and legal standards. Train staff and students on relevant policies, ensuring accountability and awareness.
- Contribute to university committees, including those focused on student retention, emergency response, and policy development.

- Resolve conduct cases through developmental and restorative practices, ensuring a fair and supportive process.
- Serve on-call to respond to crises, providing immediate support and guidance to students and staff.
- Partner with campus resources such as Counseling Services, Public Safety, and Title IX to ensure comprehensive support for students.
- Serve as the CARE Team case manager, managing incoming reports, intervention tracking, and communication with campus stakeholders.
- Administer Maxient for all CARE Team, conduct, and behavioral concern case management processes.
- Train professional and student staff in accurate, timely incident reporting and confidentiality practices within Maxient.
- Analyze Maxient data for trends to inform proactive student wellness initiatives.
- Prepare CARE Team reports and participate in CARE meetings to support student success and retention.
- Other duties as assigned.

#### **Education/Skill Requirements:**

- Bachelor's Degree is required. Master's Degree preferred.
- Experience using integrated software systems and Microsoft applications (i.e., Word, Outlook, Excel, Maxient).
- At least four (4) years previous experience as a hall director or coordinator withing the Student Affairs unit.
- Student Affairs related leadership roles are preferred.

#### **Work Conditions:**

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. This position operates in a professional office environment. This role routinely uses standard office equipment. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, use hands to touch, handle, or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. This position regularly requires long hours and frequent weekend work. Travel as appropriate to achieve training objectives, attend meetings and implement strategic initiatives, approximately 5-10%.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.*

The University of Pikeville offers a competitive salary commensurate with qualifications and experience. UPIKE offers a competitive benefits package including medical, dental, vision, and life insurance, telemedicine, long term disability, tuition waivers, a 403(b)-retirement plan, and HSA, FSA, & dependent care accounts. UPIKE also offers a generous holiday schedule and paid leave program.

**Important Notes:** Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate based on race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students.

For more information about the University of Pikeville, please visit <http://www.upike.edu>. Interested applicants should complete the online application by visiting <https://www.upike.edu/offices/human-resources/careers/>. In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and contact information for three to five professional references.