

PROFESSIONAL STAFF RECRUITMENT

2020



Office of
Residence Life





A Message from the Director

Dear Candidate:

Thank you for your interest in the Residence Hall Director position at Central Michigan University.

Our department is committed to equitable and inclusive work environments to support the success of all of our employees. Employees who are valued and

respected will create policies, programs, practices, and services to effectively meet the needs and exceed the expectations of our diverse student population.

It's an exciting time to join the CMU team. We are evolving and growing as an organization. We are looking for team members who are:

- Growing as scholar-practitioners;
- Continually expanding their capacity for learning;
- Passionate about contributing to student learning and utilizing data to inform their practice;
- Involved with student affairs professional associations at the regional and national level;
- Committed to creating a work environment that embraces work-life harmony;
- And collaborating with campus partners to create a comprehensive co-curricular leadership experience for undergraduate students.

If you are fortunate enough to join our team, you will be working side by side with colleagues who love our institution and are committed to providing residents a comfortable, educational, diverse, and caring community where academic success, personal growth, and social responsibility are valued.

CMU will conduct preliminary interviews at The Placement Exchange, the Oshkosh Placement Exchange, and via Skype.

I encourage you to visit our website at www.cmich.edu/ for more information about our residence life program. I wish you all the best with your job search!

Kathleen Gardner

Kathleen Gardner,
Director of Residence Life



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About Central Michigan University

Established in 1892, Central Michigan University is among the nation's 100 largest public universities with more than 20,000 students on its Mount Pleasant campus and another 7,000 enrolled online and at 50 locations across North America. CMU offers more than 200 academic programs at the undergraduate, master's, specialist, and doctoral levels.

In addition, CMU has established the nation's 137th College of Medicine to address a growing shortage of primary care physicians in Michigan. The inaugural class of 64 students began its studies in August 2013. CMU delivers an excellent educational experience for students that is built on close relationships with faculty and staff, hands-on learning including undergraduate research, an emphasis on leadership and volunteerism, and a global perspective.

At CMU, we acknowledge that we are here on the beautiful ancestral lands of the Anishinaabe people who remain our ongoing neighbors. We have a proud spirit of collaboration and celebration for this partnership.

Residence Life at CMU

Our Mission: The Office of Residence Life is committed to providing residents a comfortable, educational, diverse, and caring community where academic success, personal growth, and social responsibility are valued.

Our Vision: To provide generations of college students a nationally recognized, cutting edge, living environment.

Learning in Community

The purpose of the Office of Residence Life residential experience, Learning in Community, is to provide a framework for promoting and supporting intentional learning in our residential communities. The Learning in Community residential experience provides intentional strategies for engaging every student who lives on campus, not just those students who attend events. By implementing the Learning in Community residential experience, the Office of Residence Life is better able to articulate to students, faculty members, administrators, accreditation bodies, and supporting family members how we contribute to the academic and educational mission of the University and the value of the on-campus experience.



Educational Priority:

As a result of living on campus, students will become empowered citizens who responsibly impact their communities.

Learning Goals:

Identity: Students will engage in self-discovery and reflection to construct a sense of purpose.

Relationships and Communities: Students will live productively among others and develop a caring network.

Equity and Justice: Students will explore diversity in identities, backgrounds, perspectives, and experiences among individuals and groups and choose to dialogue about issues related to privilege and oppression to foster equity and justice.

Social Responsibility: Students will demonstrate an understanding of and a commitment to creating safe, healthy, and thriving communities.

"I really appreciate the ability to point to the intentionality behind the work we do within our department. If a resident or student staff member wants to know why we are doing a task in a specific way, I have the ability and knowledge-base through our residential curriculum to adequately explain the "why" and to help that staff member to become more invested in our process and their own experiences at CMU."

Skyler Boeding, Residence Hall Director

Our curricular approach allows us to better tell the story of the benefits of living on campus. We are able to use first-person accounts of how students are learning and impacting their communities through our curriculum.



Residence Hall Communities

CMU has 21 coed residence halls in four residential communities. Each community offers a Student Success Center, where student service professionals work as a team to help residents become successful students. This team includes an Academic Advisor, a Care Advocate, and a Success Coach. In addition, other professional staff are in various locations throughout the communities which include Assistant Directors of Residence Life, Residence Hall Directors, Residence Directors and Community Police Officers.

East Community

The East Community is made up of Celani, Emmons, Fabiano, Herrig, Saxe, and Woldt halls. Students in East live in suite-style housing with private bathrooms. East is home to the Health Professions Residential College, the Science and Engineering Residential College, and the School of Music Residential College. East also houses many athletes and international students. East Community remains open during Thanksgiving, winter and spring break periods creating a place for students from around the US and beyond.

North Community

Calkins, Larzelere, Robinson, and Trout halls represent a rich history of CMU and serve as home to the Leader Advancement Scholars, Honors Program Residential Community, Business Residential College, Chippewa Achieve Program, and Graduate Assistant Learning Community. Students in North live in suite-style housing with private bathrooms.

South Community

Beddow, Merrill, Sweeney and Thorpe halls are home to predominantly first with some second year students. Residents live in suite-style housing with private bathrooms. Sweeney is home to the Education and Human Services Residential College. South Campus has a small town feel with active hall councils with lots of traditions.

Towers Community

Cobb, Troutman and Wheeler halls are home to first year students while Carey, Campbell, Kessler, and Kulhavi halls typically house upper-level students. Students live in suite-style housing with private baths.

The Towers is home to the Transfer Student Community, Public Service Residential College, and Multicultural Advancement and Lloyd Cofer Scholars, and many students return to this lively and diverse community for a second and sometimes third year.



Apartment Communities

Central Michigan University has three apartment communities for students to consider.

Graduate Apartments

Opened in 2013, the Graduate Housing community is a two-building residential housing area, located on the north end of campus and has one, two, and four-bedroom air-conditioned suites.

Kewadin Village Apartments

The Kewadin Village community is located on the southwest side of our main campus and serves students with families, nontraditional students and graduate students in one, two, and three-bedroom units.

Northwest Apartments

Classic one and two-bedroom units are available in the Northwest Apartment community. Students in this area are single undergraduates. This community is rich in diversity with our residents representing many different countries. All Northwest units have two levels with bedrooms being on the second level and kitchens/living rooms on the first floor. The one-bedroom units are loft style.

A Residence Hall Director/ Residence Director at CMU

The RHD/RD is a full-time, live-in, professional staff member responsible for the daily operations of a 250-650 bed residence hall(s) or on campus apartments. The RHD/RD directly supervises 5 to 12 Resident Assistants, 1 or 2 Inclusion Assistants, and some advise a hall council.

The RHD/RD is charged with developing a community that promotes engagement, learning, respect for diversity, and student success. The RHD/RD plays an integral role in developing and implementing our residential curriculum. On-call responsibilities are shared for 1,200-2,000 residents in a duty rotation.

Qualifications

Bachelor's degree and previous residence life experience is required; Master's degree in college student personnel or higher education administration and supervisory experience is strongly preferred.

Benefits

RHD/RD benefits include an academic year salary that is paid over 9.5 months; a furnished 2-bedroom apartment, full meal plan, reserved parking, generous professional development dollars, robust health and retirement program, cell phone allowance, and tuition waiver for employee/family. The Residence Director position is 12 months. For more information, please see www.cmich.edu/benefits.

Supervision

The RHD/RD is directly supervised by an Assistant Director of Residence Life, and indirectly by the Associate Director and Director of Residence Life.



Inclusion Assistant Program

The focus of the Inclusion Assistant Program at CMU is to support students with underrepresented/marginalized identities, educate community members on topics of equity and justice, and connect students to campus resources and partnerships. We are proud of our student staff and program!



"My favorite part about working for Residence Life at CMU is the balance of autonomy, challenge, and support I receive. I am constantly being challenged by the high level in which my coworkers are performing as well as the high standard of care we achieve for students."

Casey Knepler, Residence Hall Director

"I have valued my freedom to grow and the autonomy that I am given in my role. We are given guidelines and structure, such as curriculum, that let us be dynamic in responding to student learning. If I want to gain experience outside of my direct responsibilities I am supported by my colleagues, supervisor and department."

Dustin Abrego, Residence Hall Director

Staff Apartments

The Office of Residence Life at CMU is committed to creating safe and comfortable home environments for its live-in professionals. Great care has been given in the planning of both how the apartments are set and maintained. The RHD/RD may share their apartment with one approved person (in addition to any dependent children). The following are benefits available for RHDs in their apartments and live-in experience here at CMU:

- Fully furnished
- Personal in-room washer and dryer
- Apartment air conditioning unit
- Stove/oven and refrigerator
- Ethernet and Wi-Fi access points
- Cell phone allowance
- One approved pet - domestic cat or dog under 25 pounds (or smaller than 20 inches) that is full grown
- Tobacco-free apartment and campus

Parking

RHD/RDs are provided reserved parking spaces near their facility. They need to purchase a parking permit for any vehicle they or someone living in their apartment will have on campus. These can be purchased through direct pay or payroll deduction.

Professional Staff Development Opportunities

CMU is committed to RHD/RD professional development as a student affairs professional. CMU will pay for one approved conference and all approved expenses for each staff member. CMU will pay for a second approved conference and all approved expenses for a staff member if a presentation is made at one of the two conferences. Staff members may be sent to other conferences, workshops, and institutes for additional skill development.

Residence Life staff members have participated in a variety of professional development opportunities in the past including, NASPA, ACPA, GLACUHO, ACUHO-I, and Title IX training. In addition, the department financially supports approved involvement in leadership positions within approved professional associations. And, a little closer to home, our Enrollment and Student Services division hosts several professional development offerings throughout the year with leading scholars from across the nation.

Central Michigan University offers more than 70 Master degree programs, including Higher Education Administration, Psychology, Counseling, and General Administration. There are 15 doctoral degrees including Educational Leadership. Additional information can be found at grad.cmich.edu.

Supplemental Assignments and Opportunities

With departmental approval, RHD/RDs at CMU have the opportunity for supplemental (employment) assignments. This is a great way to enhance knowledge and skills and network with individuals across many departments on campus.

During the academic year, some RHD/RDs may teach classes for academic departments or work in a limited capacity with partner offices for which they have a passion. In the summer months, RHD/RDs may be employed with Residence Life Facilities Operations, Academic Advising and Orientation, Summer Camps and Conferences, the Leadership Institute, or in other capacities. All supplemental opportunities include training and education about not only the position, but also how that department operates at CMU.



Partnering for Student Success

Each residential area has a Success Center located in its community. Success Centers are one stop shops for our students to receive academic advising, success coaching, and speak with a Care Advocate (CA). Our goal is to get students to the resources that they need.

Care Advocate Program

The CA program provides on-site consultation and mental health support for the Office of Residence Life staff, crisis intervention and counseling services for residents, and proactive, and preventative mental health resources for the residential and campus community. By placing professional counselors in the residential communities with efforts toward supporting staff, our CA Program can focus on bridging students to resources on and off campus by concentrating on prevention, identification, and early intervention of at-risk individuals and groups.

Academic Advising

Pre-Major Advisors are available in each residential area to assist students who are undecided on a major. From course scheduling to helping students develop a four-year plan, Advisors play a critical role in our Success Centers.

Office of Student Success

The Office of Student Success works with Residence Life on student outreach and intervention. Success Coaches are in each of our Success Centers and meet with students to help them achieve their personal and academic goals. Coaches also meet with our paraprofessional staff and hall council leaders to make sure they are at their best!

Building Maintenance

Residence Life has dedicated Building Maintenance Worker and staff in each area that handle day-to-day maintenance of our facilities. From light bulbs to HVAC and electrical, our BMW teams work hard to provide residents a safe, comfortable living environment. BMW staff are also very helpful when it comes to updating, maintaining, and renovating RHD/RD apartments.

Residential Restaurants

Restaurants in each residential community serve a variety of tasty meals including all-you-care-to-eat fresh entrees, exhibition-style pasta, pizza, grilled panini sandwiches, vegetarian selections, ethnic cuisine, and more. Hours meet the wide and varied needs of residents so that they are ready and able to face each day.



Life in The Mitten

Our Mt. Pleasant and campus community is lively, inclusive and friendly. There's something for everyone. Connect with nature on more than 80 miles of the Chippewa River Trail or in Mt. Pleasant's 15 area parks. Grab a meal or go shopping with a friend in the quaint downtown. Examine culture and art at the Ziiibiwing Center of Anishinabe Culture and Lifeways. Visit one of the city's championship golf courses. Discover the countless other activities surrounding campus, like live shows and events at the Soaring Eagle Event Center.

Our location also provides easy access for day or weekend trips. Lansing, our capital, is a short commute to cultural festivals and celebrations, ethnic and international markets, spiritual organizations, shopping and entertainment. Drive 90 minutes southwest to experience Grand Rapids. Ski Snowsnake, Boyne, or Tree Tops Resort, all between 30 minutes and two hours away. Take a weekend away to beautiful Traverse City or camp at Sleeping Bear Dunes, both two hours away. Midland is 30 minutes away and is home to some great golf, minor league baseball, food, shopping, and parks.

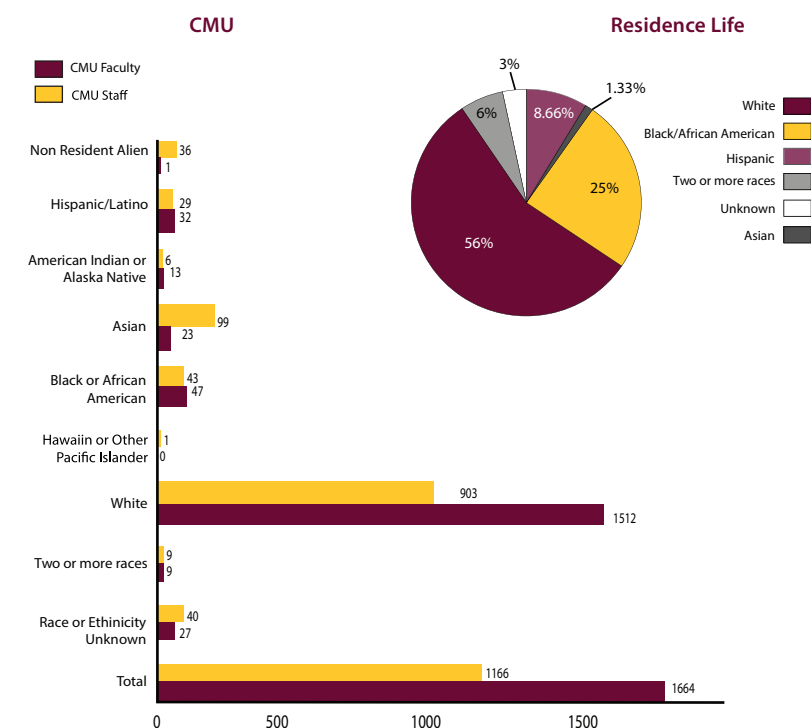
Campus Climate

CMU has an ongoing history of a strong sense of community among the many constituencies on campus, and a commitment to mutual support of one another. In contrast to many institutions, it is a place of encouraging, rather than competitive, relationships both among all students and between students and faculty and staff. Diversity, equity, and inclusion are important responsibilities for everyone in this kind of environment, and CMU invests in building the skills for interacting well across differences in all areas of the curriculum and the campus life experience.

In 2018, CMU added a Vice President and Chief Diversity Officer to the campus leadership, recognizing the essential nature of these skills to all professions, effective learning communities, and as the major driver of excellence and discovery. Many new initiatives are flourishing as we continue to create a more inclusive environment where all people are valued, respected, and have full access to all of the extraordinary opportunities available at Central Michigan University.

Applicants are encouraged to explore what it is like to work and live in our community as they seek a career and life that is expansive, rewarding, and that meets their professional and personal needs. Please see www.cmich.edu/diversity for more.

Staff Demographics - Fall 2019



Application Process

To apply, please go to jobs.cmich.edu.

Screening begins on **February 1** and will continue until positions have been filled.

Start date: July 27, 2020.

Central Michigan University is an affirmative action/equal opportunity institution. It encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. It is committed to protecting the constitutional and statutory civil rights of persons connected with the University.

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CMU, an AA/EO institution, strongly and actively strives to increase diversity and provide equal opportunity within its community. CMU does not discriminate against persons based on age, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, height, marital status, national origin, political persuasion, pregnancy, childbirth or related medical conditions, race, religion, sex, sex-based stereotypes, sexual orientation, transgender status, veteran status, or weight (see <http://www.cmich.edu/ocrie>) 19-156 MGX 2/20