

Job Title: DORM PARENT

The Residence Life Team is committed to providing residents a comfortable, educational, diverse, and caring community where academic success, personal growth, and social responsibility are valued. As a result of living on campus, the vision of the Residential Life program is that students will become empowered citizens who responsibly and positively impact their communities.

JOB SUMMARY:

The Residence Life Dorm Parent is a part-time, live-in, professional staff member responsible for the daily operations of the assigned dormitory. The Dorm Parent is charged with developing a community that promotes engagement, learning, respect for diversity, and student success, and plays an integral role in developing and implementing the residential life program.

Essential functions of the job may include but are not limited to the following:

- Manage the day-to-day operations of dorms.
- Computer proficient including using email as a significant mode of communication/documentation.
- Develop and utilize dorm opening, closing, and cleaning procedures.
- Maintain occupancy/roster and maintain key control/inventory.
- Attend meetings, including but not limited to: dorm meetings, staff meetings, residence life meetings, and one-on-one meetings.
- Serve on Residence Life Team.
- Maintain administrative and informational records.
- Supervise weekly dorm operations and be responsible for safe keeping of monies (food orders and dorm events), if applicable.
- Actively advise and support dorm captains
- Provide crisis management support and intervention which may be required at night and respond to additional emergency situations as necessary.
- Serve on an evening duty rotation.
- Maintain appropriate communication with Directors of Residential Life
- Communicate with Facilities Director any building needs and maintenance projects by submitting work orders for facility needs

Other functions of the job include but are not limited to the following:

- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities including professional development and residential life training.
- Participate in community events and residential life activities as directed.
- Establish a strong positive learning environment within dorms and the community
- Work with students in developing communities conducive for high academic achievement
- Provide leadership in creating a community that supports all students

- Facilitate leadership opportunities and support all students in leadership development, especially leadership events for Residential Life
- Other duties as assigned.

Knowledge Skills and Ability Required:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reporting Structure: The Dorm Parent reports to the Directors of Residence Life who reports directly to the Executive Director.

Minimum Qualifications: Associate's or Bachelor's degree is required. Previous residence life experience is preferred.