



## VACANCY ANNOUNCEMENT

**Position Title: Residence Hall Manager**

**Position #: 400330**

**Position Status: Full-Time**

**Reports To: Dean of Student Affairs**

### **DUTIES AND RESPONSIBILITIES:**

1. Recommend the hiring of resident advisors for the hall and/or work study students and provide supervision, training and evaluation of all student staff.
2. Assign rooms and implement check in and out procedures including key requests, lock-outs and securing of rooms. Close and secure residence hall at the end of each semester and during holiday periods.
3. Coordinate with business office to submit housing figures and occupancy based on established timelines.
4. Maintain all residence hall facilities to ensure safety, conducive for studying, and behavior of students is appropriate. Establish consequences and discipline for minor issues prior to referral criteria to the Dean of Student Affairs and Vice President of Academic and Student Affairs.
5. Demonstrated commitment and ability to develop equitable, diverse and inclusive living, learning environments.
6. Notify appropriate personnel (campus, parents, or community) when medical needs occur because of an accident or illness.
7. Notify and assist campus security (appropriate law agency) when campus regulations are violated.
8. Provide changes to the Residence Hall Handbook and obtain administrative approval.
9. Inspect all premises frequently.
10. Post a minimum of twenty-five (25) office hours each week.
11. Oversee daily distribution of residence hall mail for all residences in Wunsch Hall and Conley apartments and coordinate student package delivery as needed.
12. Support housing students in obtaining assistance for social and educational needs from student services, coaches, faculty and outside agencies to assist the student in academic and college experience for success and retention.
13. Develop an effective hall organization in conjunction with the elected officers of the student group and the resident advisors. Act as an advisor to any residence hall clubs or committees.
14. Coordinate with Auxiliary Director and Facilities Director to schedule necessary maintenance and cleaning of Residence Halls.
15. Maintain necessary files and records electronically through the college system and approved procedures and/or processes.
16. Act as host or hostess of the living group for both formal and informal functions.
17. Provide students with training and experience in social activities.

18. Serve on institutional committees such as Student Affairs Council, the Behavioral Intervention Team (BIT), etc.
19. With supervision, assist with the organizing and coordination of enrollment and orientation events.
20. Responsible for coordinating fire and safety drills with the Dean of Student Affairs to ensure student housing that is safe conducive living and learning.
21. Other duties as assigned by the Dean of Student Affairs and Vice President of Academic and Student Affairs.

*See Human Resources for a complete job description.*

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree from an accredited institution
- One to three years of prior related experience
- Excellent communication skills, written and oral

**PREFERRED QUALIFICATIONS:**

- Master's Degree from an accredited institution
- High level of competency with technology
- Crisis Management experience
- Dedication to diversity, equity and inclusion in working with students and staff
- A strong commitment to delivering quality services supporting the community college
- Excellent customer service, organization and collaboration skills
- Effective problem solving abilities
- Evidence of ability to work independently and collaboratively, multi-task, and prioritize
- Supervisory experience
- Title IX training experience
- Educational philosophy in alignment with a small rural community college.

**SALARY:**

\$27,000 - \$32,000 (dependent on highest level of degree attainment)

Excellent benefit package including retirement, health, vision, dental and life insurance

On-campus housing/meal plan

12-month position

**APPLICATION INSTRUCTIONS**

**For consideration, an applicant file must contain:**

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of unofficial transcript(s)
4. Names, addresses, and phone numbers of three professional references

**APPLICATION DEADLINE**

March 6, 2020

**POSTION START DATE:**

June 2020

**Submit Application Packet To:**

Otero Junior College

Attn: Carol Noll

Director of Human Resources  
1802 Colorado Ave  
La Junta, CO 81050

**Or Email To:** [carol.noll@ojc.edu](mailto:carol.noll@ojc.edu)

**Inquiries May Be Directed To:**

Carol Noll  
(719) 384-6824

*Applicants must submit to and pass a background check before an offer of employment can be extended.*

**Notice of Non-Discrimination**

Otero Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Carol Noll, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Carol Noll, Director of Human Resources at 719-384-6824, [carol.noll@ojc.edu](mailto:carol.noll@ojc.edu), or 1802 Colorado Ave. MacDonald Hall Room #221, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

*The Federal Clery Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero Junior College, as well as public property within, or immediately adjacent to and accessible from, our campus.*

*Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet*

**Qualified protected class individuals are encouraged to apply**

Otero Junior College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

**ABOUT OTERO JUNIOR COLLEGE:**

Founded in 1941, Otero Junior College is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. OJC is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at OJC can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at OJC include:

- Agri-Business Management (ABM)
- Agricultural Production Management
- Applied Technology
- Artificial Insemination
- Community Health Worker
- Cosmetology
- Crop Production
- Emergency Medical Service

Esthetician  
Hair Stylist  
Law Enforcement Academy  
Livestock Production  
Nail Technician  
Nursing Aide  
Phlebotomy  
Practical Nursing  
Welding Technology

To learn more about Otero Junior College, visit the college's website at [www.ojc.edu](http://www.ojc.edu).

**OJC MISSION STATEMENT:**

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.