



VACANCY ANNOUNCEMENT

Position Title: Residence Hall Manager

Position #: 400330

Position Status: Full-Time

Reports To: Dean of Student Affairs

DUTIES AND RESPONSIBILITIES:

1. Manage the day-to-day operations of residence halls
2. Utilize web-based programs, Microsoft Office and e-mail as significant modes of communication and documentation through the college system and approved procedures and/or processes
3. Maintain administrative and informational records
4. Maintain a minimum of 25 office hours each week
5. Assign rooms and implement check-in and-out procedures. Responsible for key requests, lockout assistance and securing of rooms. Close and secure residence hall at the end of each semester and during holiday periods
6. Submit housing figures and occupancy to Business Office in accordance with established deadlines
7. Assist with the coordination of enrollment and orientation events
8. Oversee daily distribution of residence hall mail for all residents in Wunch Hall, South Site, and Conley apartments and coordinate student package delivery as needed
9. Notify and assist campus security (appropriate law agency) when campus regulations are violated
10. Work collaboratively with the Dean of Student Affairs on all residence hall discipline issues and follow up in a timely manner with appropriate documentation
11. Serve as a member of the Care and Action for Student Teams (CAST)
12. Responsible for coordinating fire and safety drills with the Dean of Student Affairs
13. Coordinate with Auxiliary Director and Facilities Director to schedule necessary maintenance and cleaning of Residence Halls
14. Inspect premises frequently to ensure cleanliness, condition, and functionality of resources (i.e., plumbing, furniture, carpet, etc.)
15. Interview, select, train, supervise, and evaluate Resident Assistants
16. Utilize OJC resources for staff development and training
17. Provide staff members guidance about OJC policies and procedures
18. Establish a strong, positive learning environment within residential areas and campus community
19. Develop equitable, diverse and inclusive living and learning environments
20. Educate staff and students to self-enforce policies and respect the rights of others through community standards
21. Assist residence hall students to obtain assistance for social and educational needs

22. Develop an effective residence 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
23. 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:

\$33,000 - \$37,000 (dependent on highest level of degree attainment)

On-campus housing/meal plan

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

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

May 14, 2021

POSITION START DATE:

June 7, 2021

Submit Application Packet To:

Otero Junior College
Attn: Kelsey Barbee
Director of Human Resources
1802 Colorado Ave
La Junta, CO 81050

Or Email To: kelsey.barbee@ojc.edu

Inquiries May Be Directed To:

Kelsey Barbee
(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 Kelsey Barbee, 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 Kelsey Barbee, Director of Human Resources at 719-384-6824, kelsey.barbee@ojc.edu, or 1802 Colorado Ave. McDivitt Hall Room #140, 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:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture

Horticulture
Emergency Medical Technician
EMT Intermediate
Community Health Worker
Law Enforcement Training Academy
Livestock Production
Agriculture Production Management
Artificial Insemination
Nurse Aide
Practical Nursing
Phlebotomy
Oxyacetylene
Welding Fundamentals I
Welding Fundamentals II
Welding Production
Advanced Welding Pipe
Advanced Welding Railroad

To learn more about Otero Junior College, visit the college's website at 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.