

■ For more information or application materials, contact us at: College of the Redwoods
 Office of Human Resources
 7351 Tompkins Hill Road
 Eureka, CA 95501-9300

phone 707.476.4140
 tty 707.476.4443
 fax 707.476.4421
 email hr@redwoods.edu



We will continuously seek and support a dedicated, highly-qualified staff that is diverse in terms of cultural background, ethnicity, and intellectual perspective and that is committed to fostering a climate of academic freedom and collegiality. We will encourage and reward professional development for all staff and will all share in the responsibility for student outcomes.

College of the Redwoods affirms its responsibility to address the diverse civic needs of the many communities we serve and to provide leadership in the civic, cultural, and economic development of the North Coast region.

Making a Difference
www.redwoods.edu

College of the Redwoods is committed to equal opportunity in its employment and encourages application from underrepresented group members (women, minorities, persons with disabilities, and Vietnam-era veterans).

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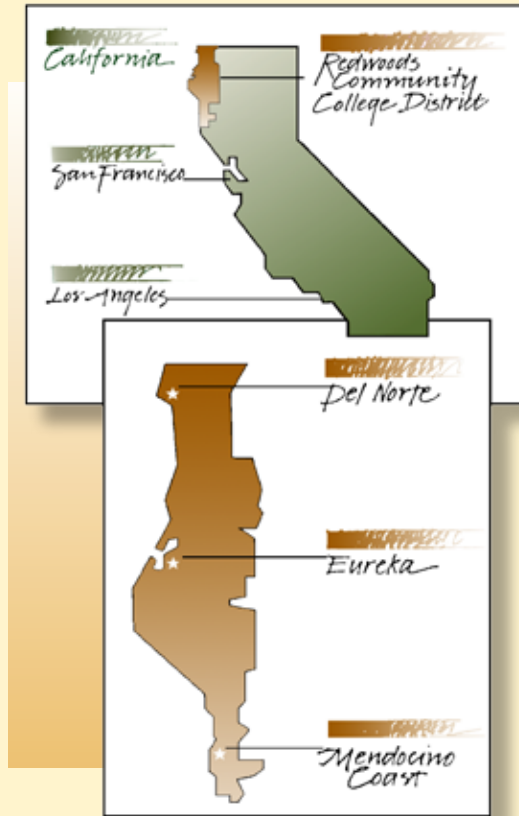
Located on the beautiful northern coast of California, College of the Redwoods has a proud history of high-quality education dedicated to student success. With a campus in Eureka, and education centers in Crescent City and Fort Bragg, as well as sites in Hoopa, Eureka Downtown, and Arcata, Redwoods Community College District offers a wide variety of learning opportunities to serve the citizens of Humboldt, Del Norte, and Mendocino counties.



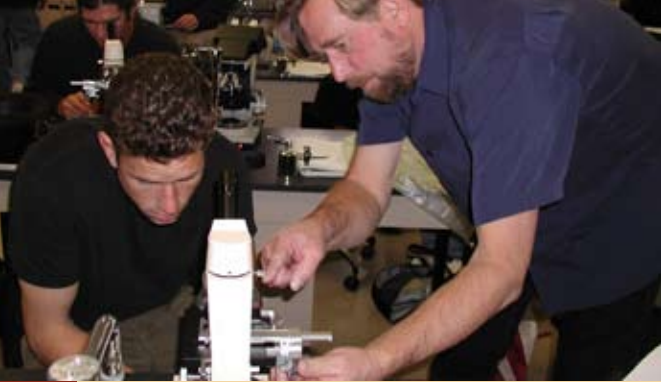
COLLEGE OF THE REDWOODS invites applications for

Assistant Director,
 Residential Life

First Review Date:
 October 12, 2009



MAP | College of the Redwoods is located in Northern California. There are three campuses, each set in a picturesque environment between giant redwood groves and the Pacific Ocean. The Eureka Campus is located at the southern outskirts of the city of Eureka, 270 miles north of San Francisco; Del Norte Campus is in Crescent City, 30 miles south of the Oregon border, near Point St. George; and Mendocino Coast Campus is in the city of Fort Bragg, on the Mendocino coast of California.



Position Assistant Director,
Residential Life

First Review Date
October 12, 2009

Full-time - Live On-Campus

Monthly Salary Range \$3,029 - \$4,286

College of the Redwoods is one of 110 public community colleges in the state of California. Its primary campus is located just south of Eureka, California, with additional centers in Crescent City (Del Norte) and Fort Bragg (Mendocino). The college also offers courses and programs at several smaller instructional sites within its service area, which covers a large geographic region on the far northern Pacific coast of California.

College of the Redwoods offers Associate degrees and university transfer programs in the arts and sciences and a variety of occupational and career certificate programs. The college is also committed, through a variety of community partnerships, to playing a major role in the continuing economic development of the North Coast region of California.

Summary

The Assistant Director is a self-directed position that requires the ability to work independently. However, the Assistant Director works closely with the Director of Residential Life on a daily basis to create and reach goals for the community and maintain direction.

Duties and Responsibilities

- Incumbent is required to live on campus within the Residence Halls.
- Provide emergency on-call coverage on evenings and weekends
- Coordinate residence hall programs and activities
- Assist the Director in developing and monitoring the budget for the Residence Halls
- Provide training for Residential Advisors (RA)
- Maintain schedules and provide day-to-day supervision for RAs
- Provide support for all staff within the residential life and housing program
- Facilitate the process of check-in/check outs and opening and closing the dorms
- Maintain student files, behavior logs and computer records of all discipline cases
- Meet regularly with the Director of Residential Life and with the residence staff members.
- Implement and support staff policies
- Participate on residential life and housing committee meetings
- Report on the maintenance/security needs and concerns of the residence halls.

Knowledge and Skills

Knowledge of: Knowledge of office practices, procedures and equipment, including filing systems, customer service and office organization. Knowledge of and skill to participate in recruitment and selection process of Residential Advisors. Good oral and written communication

skills. Knowledge of district, campus and Dorm policies and procedures. Requires the ability to perform all the duties of the position with little or no supervision. Must be able to lead, coordinate and perform duties in an accurate, efficient manner.

Abilities: Establish and maintain harmonious relationships. Train Residential Advisors. Work cooperatively with employees and colleagues. Pay attention to details and accurately record data. Work in a fast paced environment with numerous interruptions. Independently perform all the essential duties of the position efficiently and effectively. Requires the ability to lead staff in a manner that encourages high morale and efficiency. To plan, organize and prioritize work to meet schedules and timelines. To analyze situations and accurately adopt an effective course of action. Exhibit sensitivity to the needs and behavior of students of various ethnic, cultural and socio-economic backgrounds and disabilities. Must be able to lift heavy objects. Requires ambulatory ability to be able to move quickly in emergencies, climb stairs and do rounds throughout the residence halls. Auditory ability sufficient to speak to individuals and groups in person and over the phone.

Education and Experience

The position requires an Associates degree and 2 years experience in Residence Hall program management, Recreational Management or a related field.

Application Process

1. Apply on-line - you will need the information listed below to complete the on-line process. Go to our application portal at: <https://employment.redwoods.edu/>
2. The following materials will be required to be entered or attached as part of your application. The following file formats will be accepted for attachments - .doc or .pdf.
3. Letter of introduction expressing interest in the position and describing the candidate's qualifications for the position.

4. Professional résumé or curriculum vitae.
5. Transcripts of all college credits (Unofficial transcripts are sufficient for initial application. Official transcripts will be required for the successful candidate is appointed).
6. A list of three professional references is required. Include the reference's title and current contact information.

Incomplete application packets will not be forwarded for consideration by the Selection Committee.

Application Procedures

All documents included in your application file become the property of the College and will not be returned. Your file for this opening will not be considered for future openings. New documents must be submitted for each opening.

To be included in the first review, the completed the applicant must complete the application process on-line by 5 p.m. on the first review date.

If, because of a disability, you need special services or facilities in order to apply or interview for this opening, please call Human Resources.

Applications are available at www.redwoods.edu or contact:

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College of the Redwoods
7351 Tompkins Hill Road
Eureka, CA 95501-9300

phone 707.476.4140
job line 707.476.4598

Benefits

Medical, dental and vision insurance is provided by the District for all full-time employees and their dependents.

Req #10-083