Bemidji State University invites
Applications for the position of:
Area Director

OPENING DATE: January 28, 2019
CLOSING DATE: March 3, 2019
APPOINTMENT DATE: July 1, 2019
SALARY: Depends on Qualifications
JOB TYPE: Full Time Probationary, Range B

SUMMARY:
This position is responsible for the day to day operations of an area on campus, including one to four residence halls. The incumbent is responsible for the selection, training, and supervision of undergraduate and graduate student hall staff and delivery of services they provide. Presence on campus provides daily student contact for purposes of individual student advising, community development, response to emergency situations, and provision of conflict resolution, helping skills, crisis management and facilities maintenance of an on-campus environment supportive of residents’ academic and personal success.

QUALIFICATIONS:
Minimum:
• Bachelor’s Degree
• 2 years’ experience in Residential Life (or related students affairs area)
• Experience with the student conduct process (hearing officer, conduct board advisor/member) in a University setting
• Excellent communication skills including verbal, written and interpersonal
• Demonstrated supervision experience (graduate or professional staff)
• Excellent administrative skills, including an ability to effectively manage multiple priorities
• Demonstrated effectiveness in applying student development theory
• Demonstrated ability to interact effectively with a wide range of University personnel
• Commitment to fostering a diverse working and learning environment
• Ability to make decisions that can be of high consequence for students or can impact the entire department.

Preferred:
• Master’s Degree in College Student Personnel or related field
• Experience with process improvement strategies and strategic planning in higher education.

OTHER CONSIDERATIONS:
• The applicant must be able to lawfully accept employment in the United States at the time of an offer of employment.
• Official transcript(s) must be provided to Human Resources upon hire.
• Bemidji State University is a tobacco free workplace (see policy)
• In accordance with the Minnesota State Colleges and Universities (MN State) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MNState's vehicle use criteria and consent to a motor vehicle records check.
Apply online: https://www.governmentjobs.com/careers/bemidji

A Complete application will include the following attachments:

- Cover letter
- Resume/Curriculum Vitae.
- Names and contact information for three (3) people who can provide a professional reference.

Inquiries:
Loralyn Kuechle
Associate Director of Residential Life
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WHY BEMIDJI:
Bemidji State University is nestled among the pines along the shores of Lake Bemidji, just blocks from a thriving downtown community. In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

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