



BEMIDJI STATE UNIVERSITY
invites applications for the position of:

Area Director

MSUAASF JOB POSTING

***** 2 positions will be filled *****

OPENING DATE: February 5, 2023

CLOSING DATE: Tuesday, February 27, 2023, at 11:59 p.m.

POSITION LOCATION: Housing & Residential Life – Bemidji State University

JOB TYPE / SCHEDULE: Full-time / Exempt

PAY / SALARY RANGE: Depends on Qualifications; Range C (\$45,352 - \$91,288)

BEMIDJI STATE UNIVERSITY (BSU) invites applicants to join our team as a **Area Director**. BSU's vision is to educate people to lead inspired lives. To accomplish BSU's vision, the University prioritizes creating a culture in which diversity is embraced and all people are safe, welcome, and validated. Centered between the three largest Tribal nations in Minnesota – Leech Lake, Red Lake and White Earth – BSU also prioritizes increasing engagement with American Indian communities to become a destination university.

Enrolling more than 5,000 students, BSU offers more than 70 undergraduate majors and eight graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 550. BSU's [Shared Fundamental Values](#) include civic engagement and leadership, international and multicultural understanding, belief in the power of the liberal arts, and environmental stewardship.

The **Area Director** is responsible for the day-to-day operations for an area of campus, can vary by building number between 1-4 buildings (wherever approx. 1/3 of the student population live in a given year). The position is responsible for selection, training and supervision of undergraduate and possibly graduate hall student staff and delivery of services they provide. Presence on campus provides daily student contact for the purpose 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 resident's academic and personal success.

Employment is contingent upon a successful criminal background check conducted through the MN Bureau of Criminal Apprehension. Candidates must also possess a valid driver's license and be able to pass a driving history background check. Position is a live-on position, requiring response to issues and concerns on a 24/7 basis.

Responsibilities of the Area Director include:

- **Student/Community Development. (30%)**

- Working with department staff and students to create and maintain a living and learning environment that applies student development theory to support the mission of Bemidji State University and the Department of Housing & Residential Life.
 - Advising and counseling students regarding academic, personal and mental health issues, at various levels from minor to severe.
 - Developing working knowledge of campus and community resources, educating staff on these resources, and establish partnerships that support student success.
 - Serving as an educator and general resource in a compassionate manner when intervening with students regarding a variety of issues including: college transition, academic and personal experiences, roommate and/or floor conflicts/challenges, and mental health issues. Coordinating this effort with professional HRL team.
 - Mediating individual and group conflicts.
 - Interpreting and implementing laws, regulations, and conduct processes in area community and guiding staff in the use of developmental consequences and conversations. Serving as a hearing officer for conduct cases.
 - Facilitating student leadership development through the advising and support of the Residence Hall Councils and other department initiatives.
 - Developing and implementing intentional departmental community development model that includes: an emphasis on the first 50 days, first-year and first generation student success (academic and social), and inclusive community programming and support.
 - As a campus expert in either first-year or upper-class students, developing and implementing a residential curriculum including academic and social support.
 - Making decisions on community recovery/restorative justice after vandalism, hate speech, graffiti or online/in person bullying.
 - Serving as educator, consultant, and general resource for students and staff.
 - Coordinating successful implementation of assessments to assist in maximizing students' experiences.
- Communicating directly with parents, faculty, staff and other administrative personnel as needed.
- Developing an inclusive residence hall environment.
- Directing and participating in team that works to meet accommodation objectives, including intake for ESA (Emotional Support Animals).
- First professional responder to crisis and emergencies, and decision making therein, 24/7 for the entire residence hall community.
- **Student Supervision. (25%)**
 - Selecting, supervision, training and evaluation of staff.
 - Directly supervising and evaluating the Assistant Residence Hall directors, holding regular and intentional one-on-one meetings.
 - Providing direct supervision to resident assistants, peer academic assistants and indirect supervision of desk assistants, holding one on one meetings discussing performance concerns, coaching, personal development planning etc.
 - Facilitating regular staff meetings in area residence community.
 - Planning (including creating learning objectives and assessment activities), participating and presenting training topics in fall/winter and throughout the academic year for Assistant Residence Hall Directors, resident assistants, and peer academic assistants.

- Serving as a resource on University and departmental policies and procedures. Providing opportunities for area residence hall community staff to share in the development and evaluation of policies and procedures.
- Planning, participating in and evaluating the selection of student staff.
- Coordinating scheduling and training for student break staff.
- Directly supervising summer staff in area for summer school and/or summer conferences.

• **Administrative Responsibilities. (20%)**

- Meeting with Associate Director weekly.
- Participating in weekly departmental staff meetings, determining department direction.
- Maintaining and improving the physical environment of the area residence hall community in conjunction with the GMWs and facilities supervisor.
 - Issuing and controlling staff keys.
 - Ensuring all safety, security, and maintenance needs are reported to appropriate personnel. Completing work orders and follow up.
 - Developing regular communication practices with GMW and trade staff.
 - Assisting in developing renovation/inventory replacement priorities.
- Overseeing the area residence hall community desk operation(s), including work study budget.
- Planning, directing, and managing administrative functions within the residence community (e.g. room assignments, no-shows, room changes, room condition records, damage billing, break housing, interim housing) in conjunction with the room coordinator. Performing tasks in accordance with established Residential Life procedures and deadlines.
- Maintaining an inviting office space.
- Becoming a certified Food Protection Manager for programs as directed by BSU.
- Coordinating duty system for resident assistant staff.
- Planning and making decisions in the implementation of all residence hall openings and closings throughout the year.
- Preparing written communications, including, not limited to, reports and staff training materials. Also may be responsible for written communication with families and students, and responsible for social media for the area or department.

• **Department Responsibilities. (20%)**

- Coordinating specific department-wide committees and functions, including and not limited to, Selection, Training, Facilities, Recognition, Mission and Vision updates etc. Such responsibilities include:
 - Developing goals and objectives for that committee.
 - Developing strategies to meet stated goals and objectives.
 - Decision-making and data gathering in conjunction with all staff.
 - Evaluating activities on an on-going basis.
 - Communicating regularly with Associate Director on committee efforts.
 - Providing leadership to the committee members.
 - Maintaining complete files of all activities.
- Representing Residential Life during AARs and Orientation.
- Chairing search committees or assisting in the selection of full-time positions in Residential Life.
- Assisting in the budget development of Residential Life, training staff on budget and procedures for compliance.
- Creating and maintaining community or campus partnerships for learning communities.
- Training employees on the residential life and campus policy, procedures, missions and vision.

- Assisting Residential Life in other areas as assigned.
- **Divisional Responsibilities. (5%)**
 - Representing Residential Life on Divisional and University work groups, task forces, and committees.
 - Knowledge of academic success initiatives, in order to be able to retain students, in colleague with, Accommodations, Career Services, Advising Success Center, TRIO/SSS, Records office, and faculty.
 - Competency in and knowledge of legal issues, system and university policies related to housing and student behavior.
 - Referring students to and working as a team with the Emotional Physical Health (EPH) process, to identify students at risk, and working with public safety, Health and Counseling, Accommodations, Advising Success, and Student Conduct.
 - Collaborating with Hobson Memorial Union, Center for Diversity and Inclusion, Title IX office, and other appropriate offices to address equity and fairness issues, and programming opportunities.
 - Taking leadership with other offices interested in student wellness and success, not limited to, Campus Recreation, The Best U at BSU initiative, American Indian Resource Center, International Program Center, Honors, Health Education, and other offices as needed.

Minimum Qualifications:

- Master's Degree plus one year of professional experience in Residential Life or related, or Bachelor's Degree plus two years professional experience in Residential Life or related.
- Knowledge in student development theory or best practice.
- Familiarity with traditional live-in residence hall experiences, for instance, undergrad work as a Resident Assistant (RA) or related, and/or graduate level work as in-hall staff.
- Before employment, must be able to pass background check as required by the Kari Koskinen Manager Background Check Act.

Preferred Qualifications:

- Excellent communication skills including verbal, written and interpersonal.
- Demonstrated supervisory 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.
- Ability to make decisions that can be of high consequence for students or can impact the entire department.
- A demonstrated commitment to the principles of diversity, equity, inclusion, and anti-racism.

To facilitate the review, assessment, and evaluation process, please ensure that your application and/or resume clearly demonstrate fulfillment of these required and preferred qualifications.

Working Conditions:

- Position is a live-on position, requiring response to issues and concerns on a 24/7 basis. Will need to access all locations within residence halls structures to assess damage, conditions or visit/perform welfare checks on residents.

Other Considerations:

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
 - Employment for this position is covered by the collective bargaining agreement for the Minnesota State University Associate of Administrative and Service Faculty (MSUAASF) – [see agreement](#).
 - In accordance with the Minnesota State Colleges and Universities (MinnState) 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 MinnState's vehicle use criteria and consent to a motor vehicle records check.
 - BSU and NTC are tobacco free workplaces ([see policy](#)).
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APPLY ONLINE: <https://bemidjistate.peopleadmin.com/>

A complete application will include the following attachments:

- Cover letter, which addresses the required qualifications and your specific interest in working at BSU.
- Resume / Curriculum Vitae.

Inquiries about the position:

Loralyn Kuechle, Interim Director of Housing

Email: loralyn.kuechle@bemidjistate.edu

If you have general questions about this posting or submitting an application, contact Mary Miller at mary.miller@bemidjistate.edu

All employees must comply with department and institution procedures and policies, MinnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.

**UNIVERSITY / COMMUNITY
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 tightknit 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.

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. 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.

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.

For further information, visit our website at: <http://www.bemidjistate.edu>

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at [Bemidji 2.0](#)

Other Resources:

- Visit Bemidji – <https://www.visitbemidji.com/>
- 218 Relocate / Greater Bemidji – <https://www.218relocate.com/>
- Bemidji Area Chamber of Commerce – <https://www.bemidji.org/>
- Explore Minnesota – <https://www.exploreminnesota.com/article/top-things-to-do-bemidji>

Statement of Notice

Bemidji State University prohibits discrimination and sexual violence of any kind. Contact the Title IX Coordinator if you have concerns regarding discrimination and/or sexual violence.

Per [Minnesota State System Procedure 1B.3.1](#), all universities and colleges must provide contact information of their Title IX Coordinator.

Megan Zothman, Campus Human Resources Officer & Title IX Coordinator

Email: TitleIX@bemidjistate.edu or Megan.Zothman@BemidjiState.edu

Phone: (218) 755-2502

1500 Birchmont Drive NE, Deputy Hall, Room 335, Bemidji, MN 56601

Bemidji State University is an Affirmative Action Equal Opportunity Employers and Educators. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.
