



Title: <b>Director of Housing &amp; Student Life</b>	Department: <b>Student Services</b>
Employee Group: <b>Administration</b>	Employee Classification (if applicable): <b>N/A</b>
Immediate Supervisor: <b>Dean of Student &amp; Enrollment Services</b>	Supervises: <b>Student Life Coordinator &amp; Auxiliary Services Assistant/Resident Assistants (RA's)</b>
Hours: <b>40</b>	EX/NE: <b>Exempt</b>

**General Description:** The Director of Housing and Student Life at Montcalm Community College (MCC) provides leadership and oversight for campus housing and student engagement. This position ensures a safe, inclusive, and supportive living-learning environment while fostering student involvement and personal growth. The Director manages housing operations, student life programs, and policy enforcement, working collaboratively across departments to enhance student success and campus life.

This role requires strong leadership, problem-solving, and communication skills, along with a commitment to student development.

#### **Position Duties/Functions:**

1. Oversee all aspects of MCC's residential housing facility.
2. Develop and enforce housing policies that support student success and MCC's mission.
3. Manage housing applications, room assignments, and move-in/move-out processes, within and providing oversight to the student information system Student Life Module.
4. Hire, train, supervise, and evaluate Resident Assistants (RAs).
5. Serve as the primary Success Coach for all housing students, excluding student-athletes.
6. Oversee the student food pantry, campus food stations, and other on-campus student support resources.
7. Shared supervision of the Student Life Coordinator & Auxiliary Services Assistant (with the Auxiliary Services Manager).
8. Work with Facilities to address maintenance, repairs, and safety concerns, including after-hours emergencies.
9. Mediate and resolve housing-related concerns, including roommate conflicts and other student issues.
10. Collaborate with the Dean of Students on policy enforcement and housing-related conduct cases.
11. Develop and oversee student life programs, including academic, cultural, and social.
12. Support student organizations and advisors by providing guidance and funding assistance.
13. Work with various campus departments to promote student engagement and leadership development.
14. Serve as a key member of the Emergency Leadership Team (EMLT) to ensure crisis response and student safety.
15. Partner with Marketing and Enrollment Management to optimize housing occupancy and promote student events.
16. Manage budgets for student life activities and campus housing operations.
17. Coordinate with Accounting and Financial Aid to oversee rent collection and housing-related fees.
18. Prepare reports on housing occupancy, student engagement, and program effectiveness.
19. Actively participate in college-wide committees, and task forces focused on supporting student success, campus safety, compliance, and overall well-being.
20. Build and maintain strong relationships with internal and external stakeholders to support student success.
21. Perform other tasks as assigned to further MCC's student services and institutional goals.

#### **Qualifications:**

1. Associate's degree required; bachelor's degree preferred.
2. Minimum of three years of experience in student services, housing, or student life within higher education is strongly preferred.
3. Residential housing experience is preferred.
4. Familiarity with higher education student information systems.
5. Strong leadership, communication, and conflict-resolution skills.
6. Ability to design and implement student-focused programs.
7. Must live on campus or if on campus housing is not available, within 20 minutes of the residential facility.
8. Valid driver's license and ability to be on-call 24/7.

**Work Schedule & Expectations:**

1. Flexible schedule with evening, weekend, and holiday availability as needed.
2. Availability for on-call duties during designated periods throughout the year.
3. Some travel may be required for professional development and student programming.

<b>REMUNERATION:</b>	<b>\$50,000 - \$59,000 (Determined by experience)</b>
<b>APPLICATION DEADLINE:</b>	<b>September 21, 2025</b>
<b>START DATE:</b>	<b>Approximately November 1, 2025</b>
<b>METHOD OF APPLICATION:</b>	<b>Online application at <a href="http://www.montcalm.edu/employment">www.montcalm.edu/employment</a>. Attach your cover letter, detailed resume, transcripts, and three reference letters.</b>

*It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.*