Colorado School of Mines invites applications for the Assistant Director of Residence Life for Housing Operations.

Located in Golden, in the foothills of the Rockies, 13 miles west of Denver and 21 miles south of Boulder, Colorado; Mines has enrollment of over 5,500 students in undergraduate and graduate degree programs in engineering and applied science. For more information visit us at: www.mines.edu

Responsibilities: Under the general supervision of the Director of Housing and Residence Life, the Assistant Director for Housing Operations is responsible for managing the Department's Housing Operational functions, coordinating purchasing activities, supervision of all 1,800 campus housing assignments (Residence Halls, Greek Housing, and Apartment Life), technology/software management, oversight of all marketing functions, supervision of customer service and administrative support, and providing administrative leadership to the department. This position has primary responsibility for administrative support services in the department and directly supervises the Assignments Coordinator and the Mines Park Administrative Coordinator. The Assistant Director for Housing Operations is a highly visible member of the university community who interacts across divisional lines and works collaboratively with many segments of the university through education, consultation, advisement and referral.

For a complete job description: click here

Mines is an Equal Opportunity/Affirmative Action employer and educator that recognizes that diversity is crucial to its pursuit of excellence in learning and research. Mines is committed to developing student, faculty, and staff populations with differing perspectives, backgrounds, talents, and needs and to creating a richer mix of ideas, energizing and enlightening debates, deeper commitments, and a host of educational, research, and service outcomes. As such, Mines values candidates who have experience working in settings with individuals from diverse backgrounds. Minorities, women, veterans, and persons with disabilities are strongly encouraged to apply.

Qualifications: Required are a Bachelor’s degree and a moderate amount of full-time, progressively responsible experience in the areas of housing operations, technology/software management and supervision in a Residence Life/ University Housing setting. Other requirements include successful experience in planning, organizing, and managing business operations, budgets, holistic marketing efforts, and staff, as well as experience managing workflow in a fast-paced office environment with tact and diplomacy. Applicants must demonstrate, or show evidence of, excellent written, oral communication and interpersonal skills.

Preference will be given to applicants who possess a Master’s degree in business administration, college student personnel, higher education administration, or related field, with a combination of education and experience.

Compensation: Salary and benefits will be commensurate with qualifications and experience. Mines provides an attractive benefits package including fully paid health and dental insurance. Part of Mines’ mission is to create a family-friendly environment supported through our dependent tuition benefits,

Employment with CSM is contingent upon the satisfactory completion of a background investigation.
Department of Residence Life
Assistant Director of Residence Life for Housing Operations

parental leave benefits, and dependent care assistance plan, as well as in special events, camps, and programming. For more information visit: http://family.mines.edu/

How to Apply: Applicants must send a letter of application and résumé addressing the position’s requirements, along with the names and contact information of three professional references to: Colorado School of Mines, Human Resources Office, Search #16-420160, 1500 Illinois Street, Golden, CO 80401, Fax: (303) 384-2025.

Electronic applications are encouraged and will be accepted at fsearch@mines.edu. If using this method of application, please put the search number as indicated above (in bold) in the subject line to ensure that your materials are properly forwarded to the search committee.

Review of applications will begin by March 18, 2016.

*If applicable, employment will be contingent upon the satisfactory results of a background investigation of candidate and his/her live-in spouse or partner.