

Manager, Campus Living Ancillary Services Full-Time Position Available

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email

An eligibility list may be created for similar casual, part-time, full-time, and term positions

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

Duties:

The Manager, Campus Living, reporting to the Director, Ancillary Services, is responsible for the management and leadership of Residence. Residence guests can include students that are International, Rural and in all academic programs, as well as non-student guests and visiting scholars. The Manager, in conjunction with Campus Living staff and other RRC departments, assist the College in overseeing a living and learning community atmosphere in which people respect each other's rights, diversity, cultures, and personal choices. Other responsibilities include articulating student needs and addressing issues to provide an effective institutional response and oversees Campus Living programming; oversee the Campus Living incident management process; oversee the Residence Life Program, including hiring, training, supervising, and evaluating the development of Residence Life personnel; manage business related functions associated with the College's operation of student residence; participate in policy development and implementation and manages the application of discipline related to policy violations by residents.

Required Qualifications:

- Business Administration Diploma, focusing on operations, business management or related fields; a combination of education and experience may be considered
- Financial management experience
- Effective leadership skills and the ability to think critically
- Business development and marketing experience
- Experience managing a student residence, preferably in a post-secondary environment
- Excellent conflict resolution skills
- Experience using Ellucian Colleague Enterprise Resource Program (ERP)
- Experience using a residence management software system
- Excellent verbal communication skills
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

Assets:

- Valid CPR & First Aid certification
- Training in verbal de-escalation, Ally, conflict management and SafeTALK
- Experience living in student residence
- Experience leading change or project management initiatives

Conditions of Employment:

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime
- This position may be required to travel
- Incumbent must provide a current and satisfactory Criminal Records Check
- Incumbent must provide a current and satisfactory Child Abuse Registry Check and Adult Abuse Registry Check

We seek diversity in our workplace. Indigenous persons, women, visible minorities and individuals with disabilities are encouraged to apply.

Competition Number: 2018-187
Closing Date: November 9, 2018
Salary Range: \$51,576 - \$70,603 per annum

Apply to Red River College by email: humanresources@rrc.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit blogs.rrc.ca/hr
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