



MADEIRA

Director of Residential Life

The Madeira School is seeking a Director of Residential Life for the Dean of Student Life & Culture Office. The Director of Residential Life is responsible for all matters related to student life in the immersive, residential program, including day student integration into the residential experience. This includes developing and implementing an age-appropriate residential curriculum, chairing Campus Resident and Dorm Director meetings, assisting in setting goals for the residential program and dormitory faculty, evaluating the residential student life program, overseeing the selection and training of student residential advisors (RAs), and developing and implementing programs support the needs of our diverse student residential population in a manner that supports equity and inclusion.

The Madeira School is an independent boarding and day school that educates girls in grades 9-12. The scenic 376-acre campus is just 10 miles from Washington, DC. Enrolling 340 students from 21 states and 38 countries, Madeira holds itself to the vision of leading innovation in girls' education and the mission of launching women who change the world. Responsibilities include:

Program Management:

- Supervise and evaluate residential faculty annually in collaboration with Dorm Directors
- Facilitate Dorm Director and all Campus Resident meetings to discuss residential life opportunities and concerns
- Create and implement Campus Resident professional development and Resident Assistant training
- Communicate with residential community regularly about the details of student life
- Collaborate frequently with the Health and Wellness Center, Security, Housekeeping, Facilities, Food Service, Athletics, and Academic Office in service to student wellbeing
- Develop and implement an age-appropriate residential curriculum, in conjunction with the Associate Dean of Student Life and Culture, that supports students' developmental needs for residential living
- Lead robust program with specific goals and outcomes for the Student Boarding Committee
- Recruit, select, train, and evaluate student leaders in the residential program (RAs) in conjunction with Dorm Directors
- Assist and support Dorm Directors with budgets, activities, student leadership, and student management, including residential life discipline
- Collaborate with Assistant Dean for Student Engagement on planning and supervising evening and weekend student life activities
- Provide comprehensive support for international students, coordinating orientation and cultural adaptation programming, acting as liaison between students and adults in community, and ensuring a successful transition and experience
- Update Campus Resident Manual and assist in the annual update of the Student and Family Handbook and student forms

Student Management

- Coordinate move-in and move-out processes at the start and end of the year, as well as over major breaks
- Supervise, manage, and communicate about room selection process, roommate conflict mediations, and room changes when necessary
- Assist the Dean of Student Life and Culture with supervising student conduct and working with Dorm Directors to implement non-coercive discipline and restorative practices
- Participate in the planning and implementation of new student orientation programming
- Work collaboratively with Admissions to manage and process residential student status changes and subsequent move-in/move-out processes
- Teach at least one section of the Student Life course, participate in Programming Day activities, and serve as an Advisor
- Serve as Administrator on Duty or in commensurate Campus Resident role
- Be a visible and approachable presence for students throughout the school day
- This position is required to live on-campus and participate fully in residential life

Qualifications

- Bachelor's degree required, Master's degree preferred
- Five or more years of residential life experience required
- Excellent technology/computer skills, database experience required; willingness and ability to learn additional applications as needed. Programs include: Excel, Microsoft Word, Outlook/Teams, Blackbaud, August Schools, REACH
- Warmth, enthusiasm, and a passion for education
- Successful candidates will have experience running programs and supervising teams
- Demonstrated commitment to diversity, equity, belonging, and inclusion as well as restorative practices
- Open, collaborative, and supportive work style
- Integrity, strong work ethic, and demonstrated leadership ability
- Discretion and the ability to handle confidential and sensitive matters discreetly

To apply, please submit your resume and letter of interest to hr@madeira.org.