



Williston State College Residence Supervisor

Responsibilities include:

- Manage resident behavior in accordance with established guidelines
- Develop and foster relationships with and among residents
- Provide incident reports when necessary in a prompt manner
- Perform light cleaning duties in common areas
- Conduct monthly inspections of residences for cleanliness & safety issues
- Perform thorough check-in & check-out procedures
- Compile & submit monthly reports in a timely manner
- Generate occasional residence hall activities
- Other duties as assigned by the Housing & Safety Officer

Ideal candidate will be available evenings on a daily basis and have a background or interest in education and athletics. This individual may be employed full-time, off-campus. Compensation will consist of free, year round housing with cable TV & internet service provided. This position reports to the Housing & Safety Officer.

All Williston State College buildings are designated non-smoking; therefore, only non-smoking individuals will be considered. A thorough criminal background check will be performed prior to employment.

All interested persons should submit the following documents to Human Resources, Williston State College, 1410 University Ave, Williston, ND 58801: Staff Application for Employment form (available at www.wsc.nodak.edu/jobs or by request at the WSC Business Office at (701) 774-4200; letter of application; and contact information for three work-related references.

Applications will be accepted until the position is filled. Williston State College is an equal opportunity employer.