This is Home

Professional Housing
Staff Recruitment
2020-2021
Are YOU interested in becoming a Residence Hall Director or Graduate Assistant Hall Director?

Applications will be considered for pre-arranged interviews at Oshkosh Placement Exchange 2020. For more information, visit the WMU Residence Life home page at wmich.edu/housing or contact Lynnae Stankus at (269) 387-4735 or lynnnae.stankus@wmich.edu
Make the first step on your PROFESSIONAL JOURNEY

Table of Contents
Kalamazoo, Michigan facts ................................................................. 4
WMU campus and facilities facts ...................................................... 4
Director of Residence Life welcome letter ..................................... 5
Residence Life mission statement .................................................. 5
Residence Hall Director job description ....................................... 6-7
Graduate Assistant Hall Director job description ....................... 8-9
Residential Neighborhood details ................................................. 10-11
Staff directory .................................................................................. 12-13
Staff group ....................................................................................... 14-15
Western Michigan University's campuses encompass more than 1,200 acres and 171 buildings, and feature some of the finest facilities in the country.

- **Aviation Campus** - Battle Creek Executive Airport at Kellogg Field, home of the Aviation College.
- **Main Campus** - Kalamazoo, just west of downtown, divided into three adjoining areas: East, Oakland Drive and West campuses; home to most of WMU's academic programs, campus services, residence halls and other facilities.
- **Parkview Campus** - Kalamazoo, three miles west of main campus, home of the Engineering College and Business Technology and Research Park.
- **Extended University Programs** offers WMU's quality academic programs close to home through its online and lifelong education units, as well as 7 regional locations in Michigan.

The main campus houses approximately 4,700 students. It includes a large, well-equipped recreation center, modern student apartment complexes, and a variety of new facilities for instruction, science and other research, and the visual and performing arts.

---

**Facts**

**KALAMAZOO, MI**

**Population:** 335,340 as of 2015  
Sixth largest metropolitan area in Michigan  
**Location:** Midway between Chicago and Detroit  
**Education:** Home to three colleges and universities

**Established:** 1903  
**Main campus:** Kalamazoo  
**Enrollment:** Approximately 22,500  
**Nickname:** Broncos  
**Mascot:** Buster Bronco  
**Colors:** Brown and gold
Greetings!

Thank you for your interest in WMU Residence Life. This brochure will help familiarize you with our department and Western Michigan University. Additional information is available at wmich.edu/housing. It is our intention to recruit and hire candidates who are motivated, energetic, creative and dedicated to helping Residence Life continue to grow, enhance our living learning environments as well as our new housing options.

We are currently in a large scale construction process for our south neighborhood on campus. This includes a new housing complex scheduled to open in the summer of 2020, in addition to a new student center and dining facility scheduled to open in 2021 and 2022 respectively. Residence Life is truly in the middle of exciting times at WMU. Consider becoming a member of our team and we look forward to hearing from you.

Steve Palmer
Director of Residence Life

My favorite experience here at WMU is being the Director of Housing and Residence Life at a time when there are multiple new building and construction projects within student affairs and housing.

The mission of Residence Life is to foster a supportive, safe, well-maintained residential environment that promotes belonging, academic success and personal development of students.

• Build better students
• Build better people
• Build better communities
• Build better experiences
RESPONSIBILITIES:

- The Residence Hall Director provides leadership to intentionally and collaboratively create environments that positively influence student learning and development
- Responsible for 400-700 students
- Supervise, train and evaluate one or more Graduate Assistants, 7-23 Resident Assistants (RAs) and Office Managers (OMs) with indirect supervision of front desk staff
- Guide hall programming to meet the students' developmental needs
- Work closely with learning communities and supervise learning community assistants, when applicable
- Part of an on-call duty rotation
- Adjudicate violations of the student code
- Serve on departmental committees
- Manage budget and occupancy for the hall
- Collaborate with others to ensure facilities are safe, secure and maintained

REQUIREMENTS:

- Master’s degree in College Student Personnel, Student Affairs, Counseling or related field required
- Previous residence life experience beyond the RA level, preferably with supervisory experience
- Knowledge of and ability to implement student development theory
- Commitment to Living/Learning environments
- Extensive evening and weekend work required
- This is a live-in position with the expectation of high visibility
REMUNERATION:

- Pay is commensurate with qualifications and experience. Apartment and meals during academic year when dining halls are open.
- Tuition (8 credits for fall/spring semesters; 4 credits for summer session).
- Opportunity for a designated eligible individual for apartment; cat option also available (inquire for more information).
- Reserved parking.
- Professional development opportunities.
- Excellent benefits including TIAA-CREF retirement plan (University makes all contributions, 9% of gross earnings).
- Please note this is a 5-year terminal position.

Note: this remuneration information is based on the 2019-20 academic year.
RESPONSIBILITIES:
In conjunction with the Residence Hall Director:
• The Graduate Assistant Hall Director provides leadership to intentionally and collaboratively create environments that positively influence student learning and development
• Assist in the supervision, training and evaluation of 7-23 Resident Assistants (RAs)
• Provide programming to meet the students’ developmental needs
• Guide hall government which includes managing a budget
• Collaborate with others to ensure facilities are safe, secure and maintained
• Shared responsibility for 400-700 students
• Adjudicate violations of the student code
• Part of an on-call duty rotation
• Oversee front desk operations including direct supervision, training and development of 10-30 front desk staff employees
• Serve on a departmental committee

REQUIREMENTS:
• Bachelor’s degree
• Residence hall work experience (preferred) or significant leadership experience
• Graduate program acceptance within first academic year (Higher Education and Student Affairs Leadership (HESA) or related program preferred)
• This is a two year position with the possibility of a third year (with approval)
• Extensive evening and weekend work required
• This is a live-in position with the expectation of high visibility

REMUNERATION:
• $6,501 per semester for fall/spring semester’s salary: plus 100% of tuition up to 9 main campus credit hours per semester, apartment and meals during academic year when dining halls are open
• If not enrolled in a WMU graduate program, a cash stipend and the opportunity to take classes (must be accepted into a program after one year)
• Opportunity for a designated eligible individual for apartment; cat option also available (inquire for more information)
• Laptop computer – for use while under contract
• Reserved parking
• 10% bookstore discount
• Professional development opportunities

Note: this remuneration information is based on the 2019-20 academic year.

WMU professional staff pulls together the knowledge and experiences of their past institutions to make WMU a thriving work environment focused on best practices and student success.
“I chose WMU because the moment I stepped on campus I was greeted with open arms. WMU’s commitment to diversity and inclusion shows through every action and decision that is made.”

Remi Greene

“I chose Western Michigan University because it was a place where I could see myself grow as a student, professional and leader. I love the atmosphere that the campus has and that it gives me the home away from home feeling!”

Julie Ingoldsby

“Kalamazoo has numerous parks and nature preserves that provide a great escape from university and city life, providing a great balance between that small city feel and the beauty of nature.”

Jake Chabot

“Kalamazoo has a cozy small town feel, but it is not far from big city experiences. Lake Michigan, Chicago and Detroit are all within comfortable driving distance which allows for a variety of weekend activities to enjoy.”

Troy Atchley

“Residence Life houses approximately 4,700 students in 17 residential complexes, including residence halls and on-campus apartments.”

“Kalamazoo has numerous parks and nature preserves that provide a great escape from university and city life, providing a great balance between that small city feel and the beauty of nature.”

Jake Chabot

“The students in my community are wonderfully eclectic and bring so many experiences and identities into everything they do. I get to work with the coolest students and watch them discover their own identities and blossom into successful young adults through opportunities in Residence Life.”

Zoey Chittick

“I am in the counseling psychology program, so being able to transfer counseling skills over to my position is very helpful when talking to residents and staff. I am able to offer empathy, listening skills and provide healthy coping skills to staff in need.”

DeAnn Wiley

“WMU has 152 undergraduate programs, and more than 100 graduate programs.”

Residence Life houses approximately 4,700 students in 17 residential complexes, including residence halls and on-campus apartments.”

“Kalamazoo has a cozy small town feel, but it is not far from big city experiences. Lake Michigan, Chicago and Detroit are all within comfortable driving distance which allows for a variety of weekend activities to enjoy.”

Troy Atchley

“Kalamazoo has numerous parks and nature preserves that provide a great escape from university and city life, providing a great balance between that small city feel and the beauty of nature.”

Jake Chabot

“The students in my community are wonderfully eclectic and bring so many experiences and identities into everything they do. I get to work with the coolest students and watch them discover their own identities and blossom into successful young adults through opportunities in Residence Life.”

Zoey Chittick

“I am in the counseling psychology program, so being able to transfer counseling skills over to my position is very helpful when talking to residents and staff. I am able to offer empathy, listening skills and provide healthy coping skills to staff in need.”

DeAnn Wiley

“WMU has 152 undergraduate programs, and more than 100 graduate programs.”

Residence Life houses approximately 4,700 students in 17 residential complexes, including residence halls and on-campus apartments.”

“Kalamazoo has a cozy small town feel, but it is not far from big city experiences. Lake Michigan, Chicago and Detroit are all within comfortable driving distance which allows for a variety of weekend activities to enjoy.”

Troy Atchley
WMU Residence Life offers a variety of residential neighborhoods and housing options for students who choose to live in the heart of campus. Most new students live in the residence halls, and campus apartments offer choices for upper-level, transfer and graduate students, as well as students with families. Each neighborhood offers something unique, so finding the perfect fit is easy.

**Center Neighborhood**
- **Henry**
  - Coed with male, female floors
  - Dining connected
  - No meal plan required
  - Special features: Aviation House

- **Western Heights**
  - Hall-Archer-Pickard East
  - Hall-Archer-Pickard West
  - Coed floors with male, female houses
  - Centrally located, semi-private bathrooms
  - Dining nearby
  - Special features: Air conditioning

**Valley Neighborhood**
- **Ackley/Shilling**
  - Coed with male, female suites
  - Valley Dining Center
  - Special features: Shilling Transfer Community; Shilling STEM

- **Britton/Hadley**
  - Coed with male, female suites
  - Valley Dining Center
  - No meal plan required
  - Open during winter break (extra cost)
  - Special features: Spectrum House; Global and Languages Community
  - Global kitchen

**South Neighborhood**
- **The Burnhams**
  - Coed with male, female floors
  - Dining within
  - Special features: Some 3- and 4-person rooms; Fine Arts House; Fine Arts House - Honors; Dance studio

- **French**
  - Coed with male, female suites
  - Dining connected
  - Special features: Student Success Center

- **Davis**
  - Coed with male, female rooms
  - Dining connected

**Housing at a GLANCE**
- **12** residence halls with a variety of living styles
- **5** unique apartment-style complexes to meet a variety of needs
- **13** living learning communities
Complex Highlights

- 197 units, 341 bed spaces
- Kitchen in each unit
- Private bathroom in each unit
- Multiple lounges and study nooks
- Furnished or unfurnished options
- Co-ed and same gender unit options
- Laundry in each building
- Laundry and utilities included in rent
- 10.5-month contract

Goldsworth Valley

- Upper-level and graduate students
- Three laundry rooms scattered throughout the complex
- Picnic areas and green space
- One and two bedroom units with one bathroom
- Furnished and unfurnished options
- High-speed Ethernet service
- Eight month (academic year) or four month (summer) contracts available
- Utilities and cable included

Stadium Drive

- Upper-level and graduate students, and students with families
- One laundry room centrally located within the complex
- Playground, sand box, picnic areas and community garden space
- Two bedroom, one bath units
- Furnished and unfurnished options
- Eight month (academic year) or four month (summer) contracts available
- Utilities and cable included
- Wireless Internet access

Spindler Hall

- Graduate, senior and non-traditional students 21+
- Traditional residence hall with single rooms and community bathrooms
- One laundry room located in the basement
- Gaming room, community kitchen and large patio
- Front office with service desk
- Co-ed by floor
- Furnished option only
- Wireless and high-speed Ethernet service
- Card and key access for security
- Eight month (academic year) or four month (summer) contracts available

Western View

- Upper-level and graduate students; must be 19+
- Stackable washers and dryers in each apartment
- Kitchen equipped with garbage disposals and dishwashers
- Picnic areas and green space
- Apartments for residents with mobility challenges
- One, two, three and four bedroom units with private bathroom per bedroom
- Furnished and unfurnished options
- Building key card entry system and security cameras
- Separate key locks on each bedroom door
- Air conditioning
- Wireless Internet
- Basic cable
- 10.5-month contract

ARCADIA FLATS

- Upper-level and graduate students
- One laundry room centrally located within the complex
- Picnic areas and green space
- Apartments for residents with mobility challenges
- One, two, three and four bedroom units with private bathroom per bedroom
- Furnished and unfurnished options
- Building key card entry system and security cameras
- Separate key locks on each bedroom door
- Air conditioning
- Wireless Internet
- Basic cable
- 10.5-month contract

EXPLORE APARTMENT CHOICES

wmich.edu/housing/options/apartments

wmich.edu/housing/arcadiaflats
Laura Darrah  
Assistant Director for Engagement and Assessment  
“I love the easy access to nature, like trails and lakes as well as culture with theatre, music, art and festivals. We have a small town feel, but the amenities are options of a large city.”

Roshona Porter  
Associate Director for Facilities  
“I believe our campus partners value diversity and inclusion and it is shown in the multiple offerings that happen across campus weekly. There are also offerings within the Kalamazoo community that partner with WMU.”

Kristen Wieferich  
Associate Director for the Residence Halls  
“My favorite thing about WMU is the close knit community and beauty of campus.”

Lynnae Stankus  
Associate Director for Housing and Residence Life  
“My favorite part of my WMU experience are those who we work with. Our staff and students are a diverse range of personalities and experiences. It makes every day different and fun!”

Jackie Miller  
Assistant Director  
“I enjoy coming to work every day to a place where student success is continually at the forefront of processes and conversation.”

Jeremy Ynclan  
Assistant Director for Student Conduct  
“My favorite WMU experience, bar none, has been the opportunity to work with my fantastic colleagues, who make our work environment a wonderful place to be!”

Bryan Austin  
Assistant Director  
“The best part of WMU has been the people. The Department and Division are truly collaborative and supportive. I am very happy and proud to be a part of the Bronco family.”

Brian Dubrish  
Director of Facilities Management Services  
“My best experience is receiving genuine gratitude from students who have benefited from our service, as nothing beats the feeling of knowing you helped someone in need.”

Western Michigan University  
Residence Life
Alex Peterson  
Hall Director, Eldridge/Fox  
“I’ve enjoyed getting to take on administrative tasks that are not always given to young professionals, allowing me to broaden my skill sets and gain another perspective on our work. We are afforded a balance of both autonomy and a collaborative centralized experience as well!”

Kate Papson  
Hall Director, Garneau/Harvey  
“I appreciate the good nature and good humor of the staff in this department; there is always someone to help you get through long days or nights with a kind word, supportive gesture or hilarious narrative.”

Chaz Schwandt  
Hall Director, Britton/Hadley  
“I enjoy that Kalamazoo has diverse offerings. There is the more ‘busy’ downtown and more relaxed ‘shopping’ area. It has what people are looking for based on their needs/wants.”

Raychel Wilkinson  
Hall Director, French/Davis/Zimmerman  
“I enjoy the professional development opportunities. I am continuing to refine my supervision skills with a large student staff team and by supervising two graduate assistants, as well as attending conferences within higher education.”

Andrea Mellendorf  
Hall Director, Western Heights  
“It’s evident that WMU values making sure every student has a place and finds their place. Whether it’s through student groups, learning communities or campus initiatives, there really is a place for everyone.”

Allie Nixon  
Hall Director, Henry  
“My favorite thing about WMU is the partnership I am able to have with my Graduate Assistant. We work well as a team, and I know that we have learned a lot from each other to continuously grow.”

Brook Beasley  
Hall Director, Harrison/Stinson  
“The Student Affairs department has our own diversity and inclusion committee to help professionals grow in their knowledge. I appreciate being part of a university where diversity and inclusion are so valued that even individual departments get highly involved with professional development opportunities.”

Alex Peterson  
Hall Director, Eldridge/Fox  
“I’ve enjoyed getting to take on administrative tasks that are not always given to young professionals, allowing me to broaden my skill sets and gain another perspective on our work. We are afforded a balance of both autonomy and a collaborative centralized experience as well!”

Evan Gazdecki  
Hall Director, Draper/Siedschlag  
“It’s home. Whether you are from around here or not, WMU makes you feel at home.”

Jim Herman  
Hall Director, The Burnhams  
“I truly enjoy working with the variety of students that are on my staff and in my building. I also appreciate the people I work with and the support the University provides its employees.”

Nate Robinson  
Hall Director, Ackley/Shilling  
“My favorite experiences at WMU revolve around the people here; the staff, faculty and students are genuine, friendly and excited about being at WMU.”

Valaree Kyser  
Hall Director, Eicher/LeFevre  
“My favorite thing about WMU is all the pride that students have in their education, their athletics and their hall communities. Go Broncos!”

Chaz Schwandt  
Hall Director, Britton/Hadley  
“I enjoy that Kalamazoo has diverse offerings. There is the more ‘busy’ downtown and more relaxed ‘shopping’ area. It has what people are looking for based on their needs/wants.”

Andrea Mellendorf  
Hall Director, Western Heights  
“It’s evident that WMU values making sure every student has a place and finds their place. Whether it’s through student groups, learning communities or campus initiatives, there really is a place for everyone.”

Raychel Wilkinson  
Hall Director, French/Davis/Zimmerman  
“I enjoy the professional development opportunities. I am continuing to refine my supervision skills with a large student staff team and by supervising two graduate assistants, as well as attending conferences within higher education.”
WMU professional staff pulls together the knowledge and experiences of their past institutions to make WMU a thriving work environment focused on best practices and student success.

wmich.edu/housing