Western Michigan University
Housing and Residence Life

Professional Housing Staff Recruitment
2021-2022
Are YOU interested in becoming a Residence Hall Director or Graduate Assistant Hall Director?

Applications submitted at the Oshkosh Placement Exchange 2021 will be considered for virtual interviews. For more information, visit the WMU Housing and Residence Life home page at [wmich.edu/housing/employ/professional](http://wmich.edu/housing/employ/professional) or contact Jeremy Ynclan at (269) 387-4735 or [jeremy.ynclan@wmich.edu](mailto:jeremy.ynclan@wmich.edu)
Thank you for your interest in WMU Housing and 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 Housing and Residence Life continue to grow, enhance our living learning environments as well as our new housing options, and reflect our diverse student body. We are currently in a large scale construction process for the Hilltop Village area of campus. This includes a new housing complex that opened in January 2021, in addition to a new student center and dining facility scheduled to open in 2022. Housing and 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 Housing and 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 Housing and Residence Life is to foster a supportive, safe, well-maintained residential environment that promotes belonging, academic success and personal development of students.

In the summer of 2020, Housing and Residence Life developed our Call to Action, detailing our values and actions for matters of diversity and inclusion. More information can be found at wmich.edu/housing/info/diversity.

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 6 regional locations in Michigan.

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

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

KALAMAZOO, MI
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)
- 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 provided while under contract and meals during academic year when dining centers are open
- Tuition benefits available (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 10-month position and a 5-year terminal position

Note: this remuneration information is based on the 2020-21 academic year.

 See a sample tour of a hall director or graduate assistant apartment!
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)
- Oversee front desk operations including direct supervision, training and development of 4-20 desk staff employees
- Provide programming to meet the students’ developmental needs
- 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
- 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:
- $6,632 per semester for fall/spring semester salary; plus 100% of tuition up to 9 main campus credit hours per semester for fall/spring semesters; apartment provided while under contract and meals during academic year when dining centers 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 2020-21 academic year.

Residence Life houses approximately 4,700 students in 11 residential complexes including residence halls and on-campus apartments.
WMU Housing and Residence Life offers a variety of 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.

### Arcadia Flats
- Private bedrooms in most units
- Shared bathroom in two and four person units
- Co-ed or single sex units
- Furnished and unfurnished options vary by unit type
- Air conditioned
- 10.5 month contract
- Card access to building entry doors for security
- Laundry in each building
- Kitchen in each unit
- Utilities and laundry included
- WiFi throughout unit
- 197 units, accommodating 341 residents

### Stadium Drive
- Two bedroom, one bath units available
- Co-ed or single sex units
- Furnished and unfurnished options
- Eight month (academic year) or four month (summer) contracts available
- Pet friendly
- One laundry room centrally located within the complex
- Central courtyard and green space
- Adjacent to a community garden, soccer fields and hiking trails
- Utilities included
- WiFi throughout unit, and high-speed Ethernet ports in the bedrooms

### Spindler Hall
- Traditional residence hall style with single rooms and community bathrooms
- Single-sex floors, co-ed building
- Furnished option only
- Eight month (academic year) or four month (summer) leases available
- Card and key access for security
- One laundry room located in the basement
- Gaming room, community kitchen and large patio
- Kitchensette on each floor
- Front office with service desk
- Utilities included
- WiFi throughout the building, and high-speed Ethernet ports in the room

### Western View
- Private bedrooms and bathrooms
- Co-ed or single sex units
- Furnished and unfurnished options
- Air conditioned
- 10.5 month contract
- Card access to stairwells for security
- Stackable washer and dryer in each unit
- Kitchens equipped with garbage disposals and dishwashers
- Community Center with fitness and meeting rooms and a large kitchen
- Outdoor seating, basketball court and green space
- Trash service included. Gas and electric paid direct to Consumers Energy
- WiFi throughout unit, and high-speed Ethernet ports in the bedrooms
- 217 units, accommodating 504 residents
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.”

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!”

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.”

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.”

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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.”

Jim Herman  
Hall Director, Britton/Hadley  
“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.”

Allie Nixon  
Hall Director, Garneau/Harvey  
“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.”

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.”

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!”

Raychel Payne  
Hall Director, Ackley/Shilling  
“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.”
Contact Jeremy Ynclan at
(269) 387-4735
jeremy.ynclan@wmich.edu

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