



Job Title: Dorm Supervisor

Reports To: Director of Residential Life

FLSA Status: Exempt-Full Time

The Bishop Kearney Selects Residential Hockey program in collaboration with Bishop Kearney High School empowers young men and women to reach their full potential- academically, athletically, spiritually, and socially - by providing a college preparatory, elite athletics, and a values-based Catholic education in a student-centered family atmosphere. Bishop Kearney and the Selects Program celebrates the variety of cultures, backgrounds, beliefs, and perspectives each member brings to our community. We are committed to building and sustaining an inclusive and equitable environment for our students to learn and thrive, and our faculty and staff to work and grow professionally. Every member of our community, school and beyond, contributes to the overall success we have experienced, both current and future.

Job Purpose:

The Dorm Supervisor at Bishop Kearney promotes each student's learning experience by creating safe, supportive learning environments for academic and personal success. The Dorm Supervisors work to provide direction for student learning and academic success by managing/co-managing a residence hall and coordinating the administrative, supervisory, and programmatic efforts for an educational experience for the 120 (80 boys/40 girls) students living on campus. Dorm Supervisors are responsible for the development of comfortable living and learning communities that foster academic success. This is achieved by assisting individuals with their personal needs and concerns, supervising student support staff, and advising student leadership groups. The Boys/Girls Dorm Supervisor reports to the Director of Residential Life.

Duties and Responsibilities include the following. Other duties may be assigned.

- Assist with the presentation of a comprehensive student affairs program for the residential area, aimed at creation of productive residential communities. This may include balanced social, educational, cultural, and recreational programs; emergency response procedures; counseling, advising and referral mechanisms; intervention, mediation, and adjudication programs; etc.
- Advise/counsel individuals and groups of students on personal, residential living or other matters. Make referrals to other areas of the school when appropriate.
- Ensure staff and residents are aware of the rules and responsibilities for residents of the housing system. Assist students in developing behavioral standards appropriate to group living in an academic institution. When necessary, confront individuals and groups whose behavior is unacceptable and initiate appropriate student conduct action.
- Assist in regular inspections of the residence area to ensure that appropriate facilities and cleanliness standards are being maintained.



- Maintain open communication within Residential Life Staff and with other departments important to Residential Life's successful operations (Security, Health and Safety, Dean of Students, Main Office, Food Services, Facilities Maintenance, etc.).
- Participate in committee, research and special project work related to student concerns and Residential Life. This includes within Residential Life as well as other administrative areas of the school.
- Be knowledgeable of resources, including the residential life handbook and refer students to appropriate area; provide assistance and resources to students with higher academic needs
- Consult with Dean of Residential Life and Director of Residential Life on more serious cases
- Follow-up with residents regarding incidents and completion of assigned sanctions
- Document residence hall policy violations and hold staff and students accountable for their actions and decisions
- Co-manage dorm supervision scheduling
- Co-manage student transportation shuttle scheduling
- Be visible on floors throughout the complex talking informally with residents about academic, personal, and community successes, issues, and concerns
- Supervise daily office operations, including occupancy reports, school attendance, student moves, and building roster
- Assist with facility management to communicate work orders, repair and replacement needs, and support maintenance and custodial services
- Respond to parent/faculty concerns; refer difficult cases to Director of Residential Life
- Serve minimum 3 overnight dorm shifts per week
- Serve in on-call rotation with other staff members for student appointments
- Option to be a live-in staff member in dormitory suites

Required Education and Experience:

Bachelor's degree with a minimum of one year of education experience working with students, faculty and administration, or an equivalent combination of education and experience.

Compensation:

The compensation range for this position is \$30,000- \$35,000 annually with the additional option of including room and board if the applicant chooses to be a live-in staff member.

Required Skills and Abilities:

- Work effectively with students, parents, faculty, staff, and administration.
- Demonstrated ability to handle stressful, challenging and emotionally-charged situations, create thoughtful, fair, and institutionally-aligned responses.
- Demonstrated ability to engage in collaborative management of programs.
- Capacity to work well with ambiguity and to consider multiple perspectives.



- Capacity to provide direct supervision, as well as supportive professional mentorship, to a diverse group of colleagues and students.
- Demonstrated skill in generating and encouraging creative ideas, innovative thinking, and imaginative solutions to problems; willingness to seek out and utilize the views of others.
- Excellent interpersonal skills. Excellent organizational skills. Capacity to juggle emergency management with ongoing routine projects.
- Appreciation and respect for principles of diversity, equity, and inclusion. Ability to provide support and create a sense of belonging for diverse individuals (age, gender, nationality, race/ethnicity, profession, sexual orientation, etc.).

Language Ability:

Comfortable and capable of representing the institution in multiple contexts, both orally and in writing.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office, Google Suite, and Excel.

Certificates and Licenses:

- Newly hired employees will have a background check completed
- Required to completed Sexual Harassment Prevention Training, Preventing Child Sexual Abuse Training and Van Safety Training.
- Newly hired employees will be subject to an MVR check.
- AED/CPR Certification

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 25-50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

Work Environment:

School/Dorm