

Director, Residences and Ancillary Services

Loyalist College

Belleville, ON

Department of Residence and Ancillary Services

Ranked one of Canada's [top 50 research colleges](#), **Loyalist College** empowers students, faculty, staff, and partners through experiential, industry cluster-based education, training and applied research programs. As Ontario's Destination College, Loyalist is located on more than 200 acres in the beautiful Bay of Quinte region, and is perfectly positioned between Toronto, Ottawa, and Montreal.

Loyalist College is located on the territory of the Huron-Wendat, the Anishnaabeg, and the Haudenosaunee people. We acknowledge our shared obligation to respect, honour, and sustain these lands and the natural resources contained within.

Now, on behalf of Loyalist College, we are seeking a **Director, Residences and Ancillary Services**. Reporting to the Vice President - Students, the Director is responsible for planning and leading all aspects of Loyalist's residence life, dining, and off-campus housing services, including operations, marketing, financial, technical, programming, and human resources. The Director's role is a new and exciting one that aims to infuse a student-centred lens across all aspects of the portfolio – from strategic focus to day-to-day operations. Building on Loyalist's history of being small but doing BIG things, the Director will ensure the portfolio exceeds the needs of its stakeholders through consultation, attention to both the "big picture" and the detail, and by working to support professional and student staff in striving for and achieving excellence.

Loyalist College offers more than 70 full-time diploma, certificate, and apprenticeship programs in biosciences, building sciences, business, community service, health and wellness, media studies, public safety, and skilled trades. In a world obsessed with big, we are small. And, small gives us the power to do BIG things! If this resonates with you, we look forward to your application.

KEY RESPONSIBILITIES

- Ensures safe and effective residence programming is designed and well-implemented through supervision of the Manager, Residences & Housing Operations, staff, student staff, and student leaders.
- Oversees the development of a positive living-learning environment where the personal and academic development of residence students is a key priority.
- Works to deliver a comprehensive off campus housing program to support students in finding housing that best meets their needs. Facilitates the promotion of off campus housing opportunities through oversight of the activities of the Off-Campus Housing office.
- Responsible for planning and development of new on and off campus housing opportunities and, together with the Manager, Residences & Housing Operations, the ongoing maintenance of on-campus residence facilities to ensure the department operates as a leader across the Ontario college sector.
- Working with an external foodservices provider, the Director will ensure the College delivers a top-quality foodservice across the campus that adheres to all safety and other relevant standards.
- Plans, organizes and directs departmental activities; develops goals and objectives; establishes and implements policies and procedures for departmental operations; develops new and improves existing programs and services which will meet student and other stakeholder needs; reviews departmental performance and implements changes as required to improve services and ensure that regulatory requirements are met; evaluates all reporting methods of department and researches, introduces and demonstrates new techniques and equipment to staff

- Prepares, allocates, and monitors all facets of the departmental budget to present to the Vice President, Students
- The Director will conduct annual performance reviews for all staff. The Director will ensure that student staff are well supported through training and regular progress check-ins.
- Oversees all risk management aspects of all College based or related residence and food service activities and ensures that appropriate training to minimize risk across these areas is provided.
- Fosters new community relationships and strengthens existing ones, in consultation with the Vice President, Students to secure full residency occupancy, and comprehensive dining and foodservices.
- Responsible for monitoring and supporting residence students to ensure that these students are fully supported to be successful in their studies in close collaboration with the Health and Equitable learning department.
- Through the Manager, Residences & Housing Operations, Residence Life Coordinators, and other related staff, the Director ensures regular check-ins are done to optimize students' physical, emotional, and mental health.

IDEAL CANDIDATE SKILLS & EXPERIENCE

- Minimum completion of a four (4) year degree in Student Affairs, Education, Higher Education Administration, or other relevant education. Masters degree preferred.
- Minimum seven (7) years of related leadership experience in student residence operations and residence life, preferably at the college or university level.
- Extensive experience in residence operations including room allocation; facility management; student development/residence life programming; and working with student as well as professional staff.
- A demonstrated record of progressively responsible experience in the areas of:
 - *leading inclusive teams successfully with high levels of morale and achievement;*
 - *leading the development and implementation of student programming that enhances the student experience.*
- Strong management experience, preferably in a unionized environment.
- Sound business acumen, budget development and financial management experience including annual forecasting and multi-year budget projections.
- Demonstrated Team Building facilitation experience.
- Overall experience in strategic leadership, people management, project management, risk management, conflict resolution, change management.

If you are intrigued and invigorated by the details of this opportunity to bring your experience to a key role with Loyalist College, we would love to have a conversation.

To express interest in this opportunity please apply online by clicking:

<https://meridiarecruitment.ca/Career/17159>

For more information about this exciting opportunity please contact Natalie Lagace, Recruitment Specialist, at nlagace@kbrs.ca or Mark Gillis, Partner, at mgillis@kbrs.ca. If you require accommodation to participate in the recruitment process, please let Mark know.

Please note: Following an offer of employment, candidates with Canadian credentials will be required to provide official transcripts from the granting educational institution(s); candidates with international credentials must provide World Education Services (WES) www.wes.org/ca evaluation (at their own cost) confirming Canadian equivalency of their credentials. Satisfactory results on a Vulnerable Sector Check will be required prior to hiring.

Loyalist is committed to promoting a diverse and inclusive college community. We encourage and welcome applications from marginalized and equity seeking groups. Loyalist College and Meridia Recruitment is committed to accommodating applicants with disabilities throughout the hiring process. If you have accommodation needs, please inform us as soon as possible by sending an email to Natalie Lagace, Recruitment Specialist, at nlagace@kbrs.ca or Mark Gillis, Partner, at mgillis@kbrs.ca.