



Manager of Campus Suites

The Manager is a 12-month live-in professional, full-time position with an excellent benefits package. The salary range for this position is \$35,214 to \$44,817. This position reports to the Vice President of Student Services and Athletics. The successful applicant will develop and implement initiatives for students; manage and administer the physical and personal aspects of a co-ed residential area housing approximately 96 students in a manner that enhances the academic/social success of students.

Other major work functions include scheduling and participation in on-call duty rotation, adjudicating conduct cases, supervision of Residence Hall Assistants, and managing the program budget. The Manager will direct the planning and implementation of selection, training, and evaluation of the Residence Hall Assistants. Additionally, the Manager will develop effective residential programming and education in areas such as alcohol and other drug use, enhancing our intercultural environment, and community development.

The position requires a willingness to work a variable schedule as potential assignments may include daytime, evenings or weekends and other duties as assigned.

Essential Duties and Responsibilities:

- Provide vision, leadership, and supervision of the Residence Life program, including the enforcement of policy and procedure development and implementation, summer student housing, and ensure accountability of professional and student staff.
- Assist resident students in developing critical self-management and community living skills.
- Develop student leadership opportunities, programming efforts and academic strategies within the Campus Suites.
- Participate in student conduct processes.
- Facilitate the hiring/training and supervision of the Residence Assistants and Work-Study Students throughout the academic year.
- Ensure the fulfillment of the housing contract, process applications, make room assignments, room changes, and coordinate the room consolidation process if necessary.
- Monitor the day-to-day health, safety, security, maintenance issues, and work in conjunction with the Maintenance Supervisor; working with the Financial Aid and Business Office as needed.
- Design, administer, and analyze student surveys regarding student perception of on-campus living.
- Other duties as assigned.

Required Qualifications:

- Associate degree required.
- A commitment and willingness to engage in complex diversity issues.

Preferred Qualifications:

- Bachelor's degree.
- Experience in the higher education residential living environment.
- Demonstrated experience in at least one of the following areas: tutoring, mentoring, advising or other student support areas.

Ability To:

- Oversee a comprehensive residence life program for a college.
- Be a team player and must possess strong interpersonal skills.
- Exercise initiative, good judgment, and independent decision making.
- Maintain a congenial, supportive, and accepting approach when working with students, faculty, and staff.
- Identify and respond to organizational needs and opportunities for improvement.
- Communicate clearly and concisely, both orally and in writing.

Knowledge Of:

- Supervisory experience, including hiring and training practices, and employee evaluation.
- Experience with activity planning/programming/program development.
- Computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent regulations guiding the operations of the community living environment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and stand. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is often required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions. The noise level in the work environment is usually moderate.

Don't just work here... Live here.

About Our College:

Gogebic Community College is more than a place to work. It's a place to be.

As an Aspen Award finalist and the premier provider of quality two-year education in Michigan's Upper Peninsula, Gogebic employs a community college approach in delivering university-level quality.

Gogebic supports more than 1,000 students with small class sizes and an outcome focused philosophy.

Gogebic Community College's "Go BOLD" motto prescribes a dynamic environment in which students and employees alike are supported as they do great work, live adventurous lives, and build extraordinary futures.

About Our Region:

A few miles north of ordinary lies the Upper Peninsula's Gogebic region.

Amid nearly a million acres of natural beauty in the Ottawa National Forest, Gogebic is a wonderland for work and a paradise for play. Our dazzling region, known for world-class fishing, hiking, skiing, biking, snowmobiling and outdoor adventuring, represents one of Michigan's last unspoiled gems.

A Bold Place to *Work*...

Gogebic is more than a community college... It's a college community—known for supportive leadership and dynamic, down-to-earth employees.

A community institution at the heart of our region's workforce, the College and its graduates uplift not only local economies, but those throughout Michigan, and beyond. Combining high standards with a "serving the top 100%" approach, Gogebic Community College is a place to make a stand for your career...and make a difference in the lives of students.

A Bold Place to *Ski*...

Gogebic Community College is the only college in the United States hosting an on-campus ski resort. Home to GCC's nationally renowned Ski Area Management program, the Mt. Zion Recreational Complex is a professionally managed and maintained public ski facility featuring a state-of-the-art lift and 300 feet of vertical.

A Bold Place to *Be...*

The Gogebic region provides a stunning, million-acre backdrop on which to explore adventure, connect with nature, and discover yourself.

Located four hours from the Twin Cities and six hours from Chicago, Gogebic residents get the best of both worlds: small-town connectedness, with access to big-city culture. Local hiking, biking, skiing, and snowboarding trails include the North Country Trail and the famed 1,200-mile Iron Belle Trail, as well as routes traversing Black River Harbor, the Porcupine Mountains, Sylvania wilderness, and the Ottawa National Forest. With a persistent economy driven by a mix of construction, manufacturing, tourism, transportation, and retail, the region boasts a stable workforce, with skilled positions paying living wages.

Gogebic's Mission

Gogebic Community College is a learning community that contributes to academic, cultural, economic, and social success for our students and region.

Application Process

Applications will be accepted until position is filled.

Interested individuals should submit a portfolio containing all the following in one email, or mailed in one envelope to the President's Office:

1. Letter of interest
2. Detailed resume
3. Three references with current contact information
4. [GCC Application for Employment](#)
5. Unofficial transcripts (official transcripts are required before employment)
6. Other relevant material

careers@gogebic.edu
President's Office
Gogebic Community College
E4946 Jackson Road
Ironwood, MI 49938
(906) 932-4231, ext. 324

Gogebic Community College is an equal opportunity educator and employer.