

Washington Academy

Assistant Director of Residential Life & Dorm Director

Position Summary

The Assistant Director of Residential Life & Dorm Director is a full-time, on-campus position responsible for both program-level leadership within Residential Life and the day-to-day management of an assigned dormitory. The role supports the Director of Residential Life while serving as the primary administrator, supervisor, and student advocate within the dorm.

This position requires a consistent residential presence, sound judgment, and the ability to manage students and staff in a fast-paced, student-centered environment.

- Reports to the Director of Residential Life
- Supervises residential staff assigned to the dorm
- Works closely with other Dorm Directors and Residential Life staff

Primary Responsibilities

Assistant Director of Residential Life

- Support the planning and daily operation of the residential program
- Assist with policy implementation and ensure consistency across dorms
- Support student conduct processes, documentation, and follow-up
- Participate in on-call coverage and emergency response
- Assist with staff scheduling, training, supervision, and evaluation
- Support residential programming and student leadership initiatives

Dorm Director

- Serve as the primary administrator and leader of an assigned dorm
- Oversee daily dorm operations including attendance, curfews, room checks, and accountability
- Manage student arrivals, departures, room assignments, and transitions
- Supervise, mentor, and evaluate dorm staff
- Maintain accurate records related to student behavior and incidents
- Foster a safe, respectful, and inclusive dorm community
- Address student concerns, conflict, and behavior issues within the dorm

Student Life

- Enforce residential life policies and campus rules
- Respond to emergencies and support crisis management procedures
- Work closely with Academic, Health, Counseling, Athletics, Transportation, and Admissions offices
- Maintain clear, professional communication with students, staff, and families

Required Qualifications

- Experience in residential life, boarding schools, or student affairs
- Supervisory or leadership experience
- Strong communication, organizational, and interpersonal skills
- Ability to exercise discretion and maintain confidentiality
- Availability to work evenings, weekends, and holidays

Work Environment & Expectations

- Full-time, on-campus position
- Housing and meals provided as part of compensation
- Flexible schedule with regular evening and weekend responsibilities