



**COTTER**  
SCHOOLS

**Residential Life Dorm Parent  
Role Summary**

**Title:** Dorm Parent

**FLSA Status:** Exempt

**Reports to:** Director of Residential & Student Life

**Department:** Residential Life

**Classification:** Salaried

**Reviewed:** April 23, 2025

### **INSTITUTIONAL PURPOSE & VISION**

*Cotter Schools is a private, independent, coeducational school located in Winona, Minnesota guided by Catholic beliefs and values since 1911. We serve infants 6 weeks old through Grade 12 and challenge students to achieve their full potential and use their lives in service of others. As an international Catholic learning community, we believe:*

- *God is present in all creation.*
- *Each person is valuable and deserves respect.*
- *Education prepares people to build a better world.*
- *In community, everyone grows.*

### **VALUES & STANDARDS**

At Cotter Schools, we believe in the intrinsic goodness of all persons. All employees can expect the administration and other employees to uphold the core values of COMMUNITY, FAITH, SERVICE, and RESPECT, and they are expected to reflect them through their daily actions to all other employees, students, and families.

*Cotter Schools challenges you to be the difference*

#### **GLOBALLY LEARNING**

Excelling in academics, arts and athletics with global perspectives and meaningful technologies that bring us closer together.

#### **FAITHFULLY SERVING**

Service is a part of who we are. We are called each day to serve each other and our communities with our talents and gifts.

#### **TOGETHER IN COMMUNITY**

Our community is rooted in faith, hope and love. We believe all people are intrinsically good because they come from God.

### **GENERAL SUMMARY**

The Dorm Parent lives in and (together with the Residence Life Team) supervises the residence hall at Cotter Schools. Dorm Parents are responsible for the care and well-being of residential students and for providing a safe, secure, nurturing and structured dormitory experience for all boarding students. Dorm parents assist and guide students with adjusting to and managing independent living while encouraging and supporting their academic progress and personal growth.

The Dorm Parent must engage in a strong, collaborative working relationship with all members of the Residence Life Team, organize social and educational programming for the Residence Hall and facilitate the daily operations of the dorm.

The Dorm Parent must have a high level of cultural competency and experience working with diverse students to understand and support the individual needs and challenges of the different boarding students living in the Residence Hall.

### **RESPONSIBILITIES & DUTIES**

- Work with the Director of Residential & Student Life to oversee the day-to-day operation of the residence hall including supervision, organizational planning, programming, counseling, discipline, facilities and administrative tasks.
- Serve as "in loco parentis" for all students in the residence hall, supporting their supervision, personal growth, character development, safety, and education.
- Facilitate the training and scheduling of Resident Mentors.
- Assist in the planning and implementation of Boarding Student Orientation/Move-In.
- Meet weekly with the Residential Life Team to problem solve, plan social activities and special events in the dorm and on campus.
- Advise and oversee the Dorm Council.
- Be an active presence in the residence hall when on duty and when not on duty.
- Support safety training for students and residential team; assists with regular fire drills.
- Serve on a weeknight and weekend duty team. When on duty:
  - Be present and active in and around the dorm
  - Supervise students during dinner service, oversee study hours, coordinate nightly snack and perform evening room checks.
  - Facilitates the mediation process for struggling roommates
  - Be available to students from curfew until 7:30 a.m. the next day
- Other duties as assigned or needed by the Director of Student Life or the Director of Residence Life

### **QUALIFICATIONS AND SKILLS**

- BS/BA in a related educational or administrative field or the equivalent of education and experience
- Related experience in campus housing or experience in working with a culturally diverse community of students preferred.
- Strong organizational, supervisory, and multi-tasking skills.
- Possess a working-knowledge of the comprehensive scope of Cotter Schools.
- Exceptional communication skills.
- Ability to work with and maintain confidential information.
- Ability and willingness to act as a role model in conduct and appearance.
- Must submit to a background check, complete Virtus and Defensive Driver Training provided by the school.

### **REQUIRED WORK SCHEDULE**

- 11-month work schedule August-June.
- Residence in the dorm is required.
- Full-time, on call responsibilities, some evenings and weekends.

### **COMPENSATION AND BENEFITS**

- Salary range \$26,000-\$32,000 commensurate with experience.
- Boarding expenses and full meal plan are provided.
- Additional competitive benefit package including Health and Dental, LTD, Life Insurance, Vacation,

and matching retirement contribution.

#### **HOW TO APPLY**

- Complete our online application at: <https://forms.gle/dZdSuTVV7mqYgdS86>.
- Questions about the position(s) you are applying for should be directed to Tammy Hoeger, Director of Residential and Student Life at [thoeger@cotterschools.org](mailto:thoeger@cotterschools.org).
- This position is open until filled.