



Director of Residential Life

Primarily reporting to the Assistant Head of School for Student Life and working collaboratively with the Director of Student Activities, the Director of Residential Life will be an important leader in the community. The Director will work individually and collectively with students, administrators, faculty, and staff to nurture and strengthen a positive and inclusive boarding culture that reflects the values and mission of IMS.

The Director of Residential Life will:

- Support residential faculty in the development of a strong sense of community well-being, and in the maintenance of a positive campus environment for all residents.
- Work with the Assistant Head of School for Student Life regarding conduct of boarding students.
- Make rooming assignments in conjunction with admissions, counseling and the Assistant Head for Student Life.
- Coordinate and help facilitate boarding student travel and host families during breaks.
- Provide ongoing communication to the Dean of Faculty related to residential faculty needs and concerns.
- Communicate with the Director of Buildings & Grounds regarding maintenance of dormitory facilities.
- Coordinate with the Director of Health and Wellness on programming for boarding students.
- Provide residential faculty training in conjunction with the Director of Student Activities.
- Execute and oversee the boarding prefect program.
- Implement a dorm parent evaluation program with the Assistant Head of School for Student Life.
- Perform dorm inspections, when necessary.
- Manage the residential budget/weekend spending and reconciliation along with the Director of Student Activities.
- Be accountable to the Assistant Head of School for Student Life for the execution of all duties.

This is a full-time position that will include teaching, coaching, and other on-campus duties in addition to the administrative responsibilities.