Available Position: Residence Life Affiliate

Department: Residence Life

Reports to: Director of Residence Life

FLSA Classification: Non-Exempt (Hourly)

Full/Part-time: Part-time (10 months)

Date Posted: September 27, 2019

Start Date: Immediately

About The Hockaday School:

The Hockaday School is an independent, college preparatory day and boarding school for girls of strong potential and diverse backgrounds who may be expected to assume positions of responsibility and leadership in a rapidly changing world. With an enrollment of almost 1,100 students, The Hockaday School is the nation’s largest prekindergarten through grade 12 independent girls’ school. Ranked among the country’s finest college preparatory schools, it was founded over a century ago and continues today to build on its original Four Cornerstones: Character, Courtesy, Scholarship, and Athletics.

Hockaday’s faculty are recognized as experienced leaders in their field and students in every grade benefit from outstanding faculty and access to unmatched resources. Families who choose Hockaday care deeply about providing their daughters with a comprehensive and rigorous education, both inside and outside the classroom. Hockaday’s student body reflects the diversity that is deeply valued by the School. While most Hockaday families come from across the great Dallas-Fort Worth area, Hockaday students also come from across the United States and around the world.

The Hockaday School is an extraordinary place to work, with bright and engaged students and unparalleled professional development opportunities and support.

Position Description:

The Affiliate position is a part-time position in the Hockaday Residence Department with a 10-month employment period commencing in late August and concluding in early-June. Summer employment opportunities may be available. The position includes meals and an office space during work hours.

More specifically:
• The standard work schedules are Saturdays 12:00 pm – 10:00 pm and Sundays, 12:00 pm – 8:00 pm.
• Duties may include chaperoning activities with students on and off campus. Dorm Moms will be the lead staff on the halls.
• Affiliates must attend all required Residence dress dinners and events while on duty.
• Affiliates may be asked to work extended hours during academic exam periods, inclement weather events, campus emergencies, re-opening days after school breaks, and during the opening and closing weeks of the academic year.
• Affiliates are required to participate in periodic in-service meetings and staff meetings.
• Ongoing professional development in Residential Life courses, conferences, and summer programs is required of all Residential Life staff and faculty.

**Essential Functions:**

• Nurture and assist residents and serve as a mentor
• Act as secondary point of contact for parents and students during the weekend
• Create a sense of home and community for the dorm by interacting with the students in a variety of ways
• Foster independence, leadership, personal responsibility, and community building
• Support the teaching, programming, and experiential components of the Residential Curriculum
• Administer School and residence policies and procedures
• Support weekend programs and activities
• Perform certain housekeeping responsibilities, as needed.
• Attend required staff development and training sessions throughout the year
• Maintain good communication with the Director of Residence Life, health center, school counselors and other adults who need to know about the status of student life in the dorms.
• Other duties as assigned by the Director of Residence Life

**Qualifications/Experience:**

• The ideal candidate will have extensive experience working with teenagers or young adults in college, university or secondary school housing, camps, activity or sports programs; counseling or advising experience would be a plus.
• The applicant should possess strong leadership and interpersonal skills; be an effective oral and written communicator; and enjoy living and working with adolescent girls in a multicultural community.
• The ideal candidate is outgoing, flexible, resilient, and compassionate. They find joy working with and relating to young people.
• They possess great problem-solving skills, demonstrate initiative to address needs as they arise, and convey a calm, steady presence at all times.
• Candidates must demonstrate sufficient computer literacy to utilize email, word processing, spreadsheet and internet functions.
• Candidates will be expected to drive students on occasion in school or personal vehicles. (A valid Texas driver’s license and proof of insurance is required of all residential staff.)

**Application Requirements:**

Qualified candidates should complete an online application for employment under **How To Apply** at [https://www.hockaday.org/about/employment](https://www.hockaday.org/about/employment) and attach a cover letter and résumé. You will receive an email confirming receipt of your application and additional details to complete the application process. Contact [recruitment@hockaday.org](mailto:recruitment@hockaday.org) with any questions.

The Hockaday School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status or other applicable protected classification.