The Delaware College of Art and Design (DCAD) – founded through a creative partnership of Pratt Institute and the Corcoran College of Art and Design – opened in 1997 as Delaware’s first professional art and design school and as a catalyst for the revitalization of downtown Wilmington. DCAD currently enrolls approximately 200 students in an Associate of Fine Arts degree program in Animation, Fine Arts, Graphic Design, Illustration, Interior Design and Photography. Drawn primarily from the mid-Atlantic region, more than half of DCAD’s students live on campus. Graduates continue their studies at Pratt, Corcoran and other nationally renowned art and design schools to earn their Bachelor of Fine Arts (BFA) degree. Small classes, intensive faculty involvement, low cost and a strategic location on the Northeast Corridor make DCAD an attractive option for students considering a career in art or design.

The primary objective for this position is to assist the Director of Student Services in effectively developing and overseeing all co-curricular aspects of student life at the college. This is a 12-month, live-in position with full benefits.

RESPONSIBILITIES AND DUTIES

Advisement

- Maintain a high level of student contact, visibility, and availability.
- Provide advisement and referral to students with academic, career, and/or personal concerns.
- Assists the Director of Student Services in upholding and enforcing the Code of Student Conduct.

Administrative

- Organize and implement Resident Advisor training in August.
- Make housing assignments and assist with move-in/ move-out of students.
- Provide on-going leadership and assistance to the Resident Advisors.
- Monitor on-call duty of Resident Assistance on nights and weekends.
- Manage and process routine paperwork, such as housing deposits, leases, and student records.
- Assist Student Services with routine housing inspections.
- Manage student maintenance requests and student center maintenance.
- Help organize co-curricular student events and wellness activities.
- Assist the Director of Student Services with other office-related tasks.
- Coordinate with faculty to order student art kits and appropriate academic books.

Preferred Qualifications

- Patience, good listening skills, and the ability to keep information in confidence.
- Creative problem solving.
- Willingness to be interrupted in the evenings and weekends in emergency situations.
- Computer skills, such as Microsoft Word, Excel, and Outlook.
- Organizational skills and the ability to multitask.
- Experience as a Resident Assistant preferred.
- Bachelor’s Degree with experience working with college students, in student affairs, or higher education preferred.