

RESIDENT DIRECTOR

Position Description



Position Summary

Resident Directors (RDs) work with the Residential Services team to foster an inclusive residential environment that fulfills the mission, vision, and goals of the Division of Student Affairs. RDs are 12-month, full-time, master's level, live-in staff members who are responsible for the overall management of a residential community. The RD reports to an Assistant Director in Residential Life. This position includes working with diverse groups of students, staff, and faculty in a competitive academic environment.

Primary Duties and Responsibilities

Supervision and Advising

- Directly supervise and facilitate the recruitment, training, and development of 9-22 Resident Assistant or Graduate Housing Assistants
- Recruit, train, advise, and participate in the advising and development of residential student leaders

Community Development

- Develop an inclusive neighborhood community in a select area of campus consisting of one or more halls housing between 400-800 students
- Develop academically supportive communities alongside the Office of Residential Academic Initiatives and through involvement with Faculty-in-Residence and/or Residential College staff
- Develop meaningful relationships with students by providing opportunities for growth and development and by serving as an active presence in the community
- Connect students to campus resources and provide support for those who need additional assistance
- Participate in on-call rotation, serving 2,000-4,000 residential students, and perform student support responsibilities 24/7/365

Administration

- Coordinate overall administrative management of a residential area that may include, but is not limited to: occupancy, facilities, key card access, opening/closing, and budget
- Serve on 2 to 4 departmental committees
- Utilize technology including, but not limited to: Maxient, When to Work, Microsoft Office, SchoolDude, RMS Mercury, and Persona

Student Conduct

- Serve as a student conduct administrator and adjudicate violations of Residence Hall and University policies and procedures
- Ensure follow through on student conduct related sanctions

Summer Assignments

- Assist with planning and preparation for professional staff and/or student staff training
- Coordinate conference operations alongside the Administrative Services team
- Serve on Residential Life committees and in a duty rotation

Additional Duties

- Additional opportunities include managing an efficient neighborhood desk, advising the Residence Hall Association or National Residence Hall Honorary, and participating on Residential Services and/or Division of Student Affairs committees

Preferred Qualifications

- Master's degree in Higher Education or similar program
- Must possess excellent interpersonal communication, organization, administration skills and experience as well as a commitment to social justice and student development
- 1-3 years full or part time experience in residential life, housing, student activities, or student affairs
- Supervisory experience of paraprofessional staff in residential life, housing, student activities, or student affairs