

RESIDENCE DIRECTOR

Position Description

Position Summary

Residence 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 preferred, 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 11-18 student staff members, which may include the supervision of a graduate assistant
- Recruit, train, advise, and participate in the development of residential student leaders

Community Development

- Develop an inclusive neighborhood community in a select area of campus consisting of multiple halls housing between 400-800 students
- Develop academically supportive communities alongside Residential Academic Initiatives through co-leading communities with Faculty in Residence (in Residential Communities), engaging with and supporting faculty initiatives in residential colleges, and/or coordinating academic support programs in residence halls
- 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, keys, opening/closing, and budget
- Serve on departmental committees
- Utilize technology including, but not limited to: Maxient, When to Work, Microsoft Office, SchoolDude, RMS Mercury, and KeyTrak

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 and Collaterals

- Partner with Residential Services and Division of Student Affairs office(s) to assist with projects or initiatives for up to 35 hours a week.
- Assist with planning and preparation for professional staff and/or Resident Assistant training
- Serve on Residential Life committees and in a duty rotation
- Coordinate conference operations alongside the Residential Administration team

Additional Duties

- Additional opportunities include chairing departmental committees, managing an efficient neighborhood desk, supervising a graduate assistant, advising the Residence Hall Association or National Residence Hall Honorary

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