

Title of Position: **Resident Director**

Appointment: **12 Month Administrative & Professional**

## **Function of Position:**

The Resident Director (RD) is responsible for the management, administration, services, and activities in a residential building/area consisting of 400-800 students. The Resident Director selects, trains, supervises, and evaluates 1-2 Associate Resident Directors (ARD), 8 - 17 Resident Assistants (RA), one full-time secretary, and other student staff members. As a member of the professional staff, the Resident Director has the responsibility to assist with the overall quality and efficiency of the administrative activities subscribed by the office of University Housing & Dining Services, especially as they relate to the undergraduate residence halls. Duties include serving as chairperson for a departmental committee, participating in hall/area duty rotation, attending weekly meetings, and role modeling standards of ethical decision making and behaviors. The Resident Director reports directly to the Area/Complex Director.

## **Description of Duties and Responsibilities:**

1. Provides supervision to graduate assistants, support staff, resident assistants, desk staff, and night assistants in the assigned residential building/area.
2. Coordinates office operation, completes necessary paperwork, and works with Building Service Workers and Physical Plant personnel to ensure safety and security within the designated area.
3. Works to ensure that all residents feel included and welcome by overseeing community, academic, and personal programs in collaboration with other residential life staff and/or university departments.
4. Is knowledgeable of departmental and university policies and ensures that students and staff with whom he/she interacts are aware of such policies.
5. May serve as advisor to building/area council, Residence Hall Association (RHA), and local chapter of the National Residence Hall Honorary. Monitors and approves financial transactions to ensure funds are used properly.
6. Facilitates an awareness and sensitivity in celebration of cultural diversity.
7. Assists in the recruitment, selection, training, and evaluation of residential life staff members.
8. Monitors and documents behavioral concerns. Adjudicates instances of university violations in conjunction with the Office of Judicial Affairs.
9. Provides crisis intervention as situations arise. Utilizes on-campus resources to make appropriate referrals to students who need and/or require assistance.
10. Serves as the primary duty and/or emergency contact person for residential building/area. Participates in on-call responsibilities for building/area.
11. Establishes regular office hours within residential area. Maintains a high level of contact with residents and staff by walking the area on a regular basis.
12. Chairs departmental committees with varying focuses such as academics, social justice, and training.
13. Attends regularly scheduled departmental staff meetings, individual consultations with supervisor/supervisees and facilitates area meetings.
14. Assists with Summer Conference Program operation.
15. Performs other duties as assigned by Administrative personnel.