Residence Director, University Housing

Immediate Supervisor: Assistant Director (AD)

Job Description: Residence Directors (RDs) manage operations of a residential area. RDs supervise Resident Advisors (RAs) and Administrative Coordinators (ACs). RDs support and implement the vision and objectives of University Housing and are responsible for the following:

Supervision
- Directly supervise RAs and ACs
- Conduct weekly staff meetings
- Evaluate the job performance of RAs and ACs throughout the year
- Assist with the selection of RAs and ACs
- Conduct weekly or biweekly one-on-one meetings
- Consult with the Assistant Director (AD) concerning employment status of RAs and ACs
- Assist with department and area fall and spring training
- Coordinate staff training and development for assigned area
- Provide staff recognition

Administration
- Serve as the communication link between the AD and the residents and staff members of an assigned area
- On a regular basis, inform and update the AD on situations requiring special attention
- Coordinate check-in and check-out procedures for assigned area
- Provide input on decisions regarding policies, procedures, programs and facilities
- Hold regular office hours
- Serve on campus, department, and/or division committees

Student Leadership Development/Advising
- Develop leadership opportunities for students
- Advise the hall/village council
- Attend council meetings regularly
- Monitor and approve spending of council budgets
- Assist the AD with leadership development for council leaders

Programming
- Work cooperatively with the AD to ensure that an active and varied program of educational, cultural, recreational and social activities are offered
- Support and direct hall programming activities
- Assist with the assessment of the needs of area residents and develop programming goals to meet identified needs
- Maintain accurate programming records
- Work with AD to manage the programming budget
Policy Enforcement/Crisis Management/Student Conduct

- Assume "on-duty" responsibilities with other staff on a rotating basis while classes are in session and the halls are open
- Respond to emergencies and provide guidance in crisis situations
- Clearly communicate department policy to staff and residents
- Train and assist RAs on how to confront policy violations
- Hold conduct hearings for violations, apply appropriate sanctions and conduct sanction follow-up
- Serve as a resource for residents completing educational sanctions and report progress to the AD

Facilities Management

- Monitor and maintain room and building inventories
- Develop and maintain supportive working relationships with housekeeping and maintenance staff to ensure assigned facilities are well maintained
- Tour assigned area to identify facility problems, initiate procedures for repairs, and provide input for facilities renovations for assigned area
- Responsible for the knowledge, use and location of all emergency shut off valves and switches and all other emergency facility management procedures
- Respond to facilities emergencies and provide guidance in crisis situations
- Develop and implement assessment procedures for identifying facility needs of residents
- Train staff on master key responsibility

Community Development

- Attend residents’ and staff activities, striving to become acquainted with area residents and maintaining a high level of visibility
- Provide counseling resources and referrals to staff and residents
- Assess residents’ needs utilizing surveys and focus groups

Village/Partnerships (where applicable)

- Assist AD in establishing and developing academic, university and community partnerships
- Incorporate academic partners into residence hall programming
- In conjunction with AD, Village Advisory Councils and Village Director, provide support in creating and implementing a plan to assess goals and learning outcomes
- Collaborate with village partners in supervising peer mentor staff
- Select, train, develop, supervise, and evaluate peer mentor staff (where applicable)

Multiculturalism

- Create an inclusive residential community where students are embraced and supported in their multicultural identities
- Mentor staff in creating multicultural programming opportunities for staff and students which meet the needs of a diverse student population
- Hold staff and self accountable for serving as a multicultural advocate and social justice role model
- Challenge inappropriate comments or responses (racist, sexist, heterosexist, etc) made by staff and students
- Embrace the opportunity to actively develop skills and knowledge related to multicultural competence and social justice

**Academic Success**
- Create a residence hall environment that promotes academic success
- Provide programs that enhance academic performance
- Educate students about academic resources
- Intervene to assist students in academic distress and connect them with helpful resources

**Perform other duties as assigned**
- Responsibilities may vary by area

**University Housing’s Commitment to Residence Directors**

All University Housing staff members share in a responsibility to support and educate one another in an atmosphere of collegiality and teamwork. For the Residence Director, the department is committed to providing:

- Orientation information, skills, training, and support to carry out responsibilities
- Opportunities for professional growth, such as the development of management, leadership, supervisory, counseling, advisory, and administrative skills
- Ongoing feedback regarding their job performance
- Professional consultation and the sharing of resources, experience, and knowledge
- Assistance in the pursuit of their careers through written recommendations based on job performance, consultations, and acquired skills

**Qualifications:** Bachelor’s degree required; must be actively pursuing a graduate level degree. Working toward a Master’s degree in Higher Education or Counselor Education strongly preferred. Housing or Student Affairs experience also preferred.