

Resident Director

POSITION SUMMARY:

Resident Directors are responsible for assisting with the overall administration and operation of residence life. This includes being involved with the hiring, training, and supervising of the Resident Assistants. They make room assignments, assist students with a variety of problems, assist students in their growth and development, and model appropriate practices and policies. They work very closely with the Dean of Student Affairs and Associate Dean of Student Affairs.

ESSENTIAL JOB FUNCTIONS:

- Assists in the selecting, hiring, and training of the Resident Assistants (RAs)
- Directly supervises the Resident Assistants
- Serves as a resource to the RAs and the residents living in the Residence Halls
- Participates in evening and weekend duty rotations
- Assists in the room assigning process
- Approves all room changes within the residence halls, as well as maintains records
- Provides personal assistance to students
- Assists in developing residence hall programs and activities along with the RAs
- Helps with the enforcement of college and community standards
- Coordinates and oversees all aspects of Residence Life
- Implements RA and Residence Life survey
- Completes written evaluations of all RAs
- Holds office hours

- Responds to emergencies and alarms according to protocols
- Responsible for the opening and closing of Residence Halls

OTHER FUNCTIONS:

- Assists in running various assigned Student Life events
- Meets regularly with the Dean of Student Affairs
- Assists with the summer Teen Camps program

INTERACTION/COMMUNICATION:

Internal: Students, other administrative offices of the College, and fellow staff members in the Office of Student Life

Nature of Communication: Face-to-face, e-mail, phone, and campus mail

External: Parents, vendors, community groups

Nature of Communication: Face-to-face, e-mail, and phone

FINANCIAL RESPONSIBILITY: Collects fines and manages petty cash for Residence Life

MINIMUM QUALIFICATIONS:

- Bachelor's degree or evidence of personal and professional experiences
- Strong communication, organizational, and administrative skills
- Clear vision and sense of mission for the Residence Life program
- Past RA experience is preferred
- Preference will be given to candidates who can live on campus. We do not currently have housing available for a married couple.

EMPLOYEE CLASSIFICATION: full-time, exempt