



Residence Director

Position Description

The Residence Director is responsible for providing leadership, management, and direction for a comprehensive residential education program for one residence hall and/or apartment community housing between 400-900 students. The Residence Director is responsible for implementing the department's residential curriculum on Belonging for residents. This is a learning outcome driven curriculum that focuses on three intentions: Community, Identity, and Empowerment & Support. The Residence Director is responsible for developing and maintaining an inclusive residential learning environment that promotes the overall development of students and is supportive of the academic mission of the University. The Residence Director is also responsible for managing and overseeing a variety of educational, administrative, and operational functions associated with the management of the residential community. The Residence Director collaborates closely with a building management team. The position reports directly to a Coordinator of Residential Life.

Responsibilities for this position include the following:

Residential Education/Residential Programs (40%)

- Develop and implement a comprehensive student development program which reflects the departmental residential curriculum.
- Develop and execute lesson plans to facilitate student learning.
- Plan and coordinate academic and identity related services and programs in collaboration with Living Learning Community partners (where applicable).
- Oversee and administer the student conduct system for residents within the building and serve as a residential system hearing officer with authority up to and including contract termination.
- Coordinate on-site and front-line response to incidents, including those that are highly complex in nature (i.e. sexual misconduct, alcohol and drug related behavior, mental health concerns, bias incidents, and community conflict).
- Provide direction and leadership for student engagement and student leadership initiatives/programs within the residential community.
- Assist in providing leadership to residential life committees focused on educational initiatives.
- Assist with development of the residential life strategic plan, annual work plan, and provide input for the 10-Year Capital Plan.
- Review student satisfaction survey results and determine strategies to address hall/apartment related concerns.

- Center the needs and experiences of those facing identity-based barriers and respond by providing support, space, and advocacy.

Supervision (35%)

- Supervise, train, and evaluate either 1 Assistant Residence Director (a full-time professional staff member, applicable for 7 of the 11 Residence Director positions) or 1 Community & Engagement Intern (a student staff position, applicable for 4 of the 11 Residence Director positions).
- Participate in the selection, supervision, training, and evaluation of 12-26 Community Advisors.
- Lead the development and facilitation of weekly staff meetings and intentional one-on-one meetings.
- Assist with the training of student staff members within housing operations, facilities, and/or conferences and event services.
- Develop and implement strategies to recruit, retain, and support a diverse staff.
- Serve as a resource on University and departmental policies and procedures.

Residence Life Operations (20%)

- Oversee, monitor, and implement safety initiatives for the residential community that promotes a safe physical and psychological environment for students and guests.
- Manage and monitor the residential community's student and staff engagement budgets of approximately \$175,000-\$235,000.
- Serve as a member of the building management team consisting of the Facilities Operations Supervisor, Business Operations Supervisor, Dining Service Manager (where applicable), and Assistant Residence Director (where applicable) to address relevant building needs.
- Monitor custodial/maintenance functions, residential dining operations, and information desk/business office areas and report concerns/problems to the Facilities Operations Supervisor, Dining Services Manager, and Business Operations Supervisor.
- Provide oversight to the building communication strategy utilizing multiple platforms including social media.
- Serve as the 24/7 on-call professional staff person for the on-campus residential system on a regularly scheduled rotation with other professional staff members to provide direct crisis response to incidents involving students.
- Provide assistance, as needed, to oversee and monitor the Business Office, 24/7 Information Desk operation, security monitor program, occupancy, summer conferences, and student conduct processes in the building.
- Provide leadership for special projects as assigned.
- Maintain an inviting office space and updated community displays where applicable

Outreach (5%)

- Work collaboratively with staff from other University departments to provide learning, services, support, and programs for residents.
- Work collaboratively with University Dining Services personnel to support a high quality residential dining program for students.

- Participate in recruitment and marketing activities in conjunction with the Admissions Office and represent Housing & Residential Life at various recruiting events and functions.

Minimum Qualifications

- Master's degree in college student personnel, education, psychology, leadership, or a closely related field.
- Knowledge of housing operations on a college campus.
- Two years of housing or student affairs related leadership experience in a college or university setting.
- Demonstrate commitment to Diversity and Social Justice.

Preferred Qualifications

- Demonstrate commitment to the educational potential of residence life.
- Skills in the following areas: communication/public speaking, organization/planning, and administration.
- Previous experience supervising residential life student staff.

Work Environment: The work is performed mainly in an office setting. This position is an exempt position; the typical working hours are from 8:00am-4:30pm CST. Meetings outside of this time may encompass supervisory responsibilities, high priority events, crisis response, and more (i.e. opening, closing, weekly staff meeting etc.).

Job Classification: 9704RL

Job Class Title: Student Services Professional 4 - Residential Life

Revision Date: 7/1/2022