

**Residence Director- Associate Program Director
Housing & Residential Life
University of Minnesota-Twin Cities**

Updated January 2014

Position Description

The Residence Director is responsible for providing leadership and direction to a comprehensive residential education program for one residence hall and/or apartment community housing between 500-900 students. The Residence Director is guided by the departmental Foundation for Success curriculum model for residents, a learning outcome driven framework focusing on the whole person and supports academic success for students who live in university housing. Through the Foundation for Success curriculum, the Residence Director is responsible for developing and maintaining an inclusive residential learning environment which is conducive to the overall development of students and in support of the academic mission of the University. The Residence Director is also responsible for a variety of educational, administrative and operational functions associated with the management of the residence hall/apartment community.

The position reports directly to a Coordinator of Residential Life.

Responsibilities:

Supervision – 35%

- 1-2 FTE professional staff (Business Operations Supervisor, Assistant Residence Director)
- Select, train, supervise, and evaluate 3-13 FTE of academic year and summer student staff.
- Develop strategies to recruit, retain, and support a diverse staff.

Residential Education – 30%

- Develop and implement a comprehensive student development program which reflects the departmental Foundation for Success curriculum.
- Plan and coordinate academic related services and programs in collaboration with Living Learning Community partners.
- Oversee and administer the student conduct system for residents within the building and serve as a hearing officer with authority up to and including contract termination.
- Provide direction for student engagement and student leadership within the building.
- Develop and execute lesson plans to facilitate student learning.

Administration – 20%

- Oversee and implement safety initiatives for the building to ensure a safe physical and psychological space.
- Ensure financial responsibility and administer multiple annual operating budget including a student engagement budget of approximately \$6,000-\$14,000.
- Lead worker to coordinate building management team.
- Provide oversight of information desk, occupancy, summer conference, and student conduct process in the building.
- Manage building communication strategy utilizing multiple platforms including social media.

Residential Life Team Member - 10%

- Provide leadership to work teams focused on educational initiatives.
- Serve as the on call professional staff person on a regularly scheduled rotation with other professional staff members to provide direct crisis response to incidents involving students.

Liaison – 5%

- Work collaboratively with staff from other University departments to provide learning, services, support, and programs for residents.
- 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:

This position requires a Master's degree in college student personnel, or closely related field and knowledge of housing operations on a college campus.

Preferred Qualifications:

It is preferable to have at least one year of housing leadership experience post Bachelors in a college or university setting. This position also requires a commitment to the educational potential of residence life and demonstrated skills in the following areas: communication/public speaking, organization/planning and administration. It is preferable to have previous experience supervising residential life student staff and an ability to demonstrate commitment to Diversity and Social Justice.

Work Environment:

The work is performed mainly in an office setting.

Job Classification#: 9341

Job Class Title: Associate Program Director

Salary Range: TBA

Exempt

Revision Date: 01/10/14