



COMPLEX DIRECTOR/RESIDENT DIRECTOR

Job Description

I. Basic Function

Directors develop and administer a comprehensive hall program meeting the goals of the Division of Student Affairs and the Department of Residence Life. As supervisors, they insure that the residence life functions are completed through appropriate and equitable delegation. Directors assume the major leadership role in the student affairs operation of the hall.

Directors also assume leadership responsibilities at the area and all-campus levels including chairing committees, supervising special projects, and undertaking special assignments in the central office. These are 11-month positions with a limited number of summer assignments. Summer assignments are made considering the needs of the Department of Residence Life and the interest and skills of the staff member.

There are two types of Directors in MSU Halls:

- A. **Resident Director:** The Resident Director (RD) is responsible for a residence hall housing approximately 400 students. The RD supervises one half-time Assistant Hall Director (Graduate Assistant) and eight undergraduate Resident Mentors. Partial direction is exercised for 1-2 OCAT Aides (Office of Cultural and Academic Transitions).
- B. **Complex Director:** The Complex Director (CD) is responsible for 1-3 residence halls housing 700-1,200 students. The CD supervises 3 Assistant Hall Directors (Graduate Assistants), and 14-24 undergraduate Resident Mentors. Partial direction is exercised for 2-4 OCAT Aides (Office of Cultural and Academic Transitions).

II. Duties and Responsibilities

A. Facilitate Student Interaction and Provide Opportunities for their Growth and Development

1. Using community and student development principles, actively foster an environment within the hall/complex which reflects a positive community and which contributes to students' personal and academic success. Teach and model those principles to staff, students, and student organizations. Work with staff and students to establish an environment which supports and rewards academic success.
2. Direct the development of hall/complex learning and social activities using the programming dimensions as established by the department. Direct and coordinate hall/complex activities to develop an environment where resident needs are effectively addressed. Develop program objectives and responsibilities among staff to ensure effective implementation. Attend programs.
3. Provide direction to the staff in communicating, interpreting, and administering residence hall and University policies and procedures. Meet with students who violate residence hall regulations. Mediate conflicts.
4. Develop formal and informal relationships with students. Communicate effectively with staff and students both verbally and in writing.
5. Help students become involved in student organizations. Direct staff efforts in developing student leaders, and in supporting student organizations. Advise hall/complex student groups.
6. Assist the OCAT Aide(s) in planning and coordinating programs and in promoting positive cross-cultural exchanges among students in the hall. Maintain a liaison relationship with the Office of Cultural and Academic Transitions staff and be familiar with campus resources supportive of minority programs and concerns.
7. Provide opportunities, training experiences, and one-to-one contacts that identify and help resolve individual problems and conflicts. Assist students in developing skills to address interpersonal conflicts.
8. Set standards shared with other staff for maintaining visibility and availability within the hall/complex, and for initiation of informal contacts with students. Regularly visit floors and attend programs and student group meetings. Develop strategies for daily interaction with students on a hall, living unit, and individual basis.

B. Supervision, Training and Development

1. Provide direction to staff efforts in the hall/complex; work with staff to help them establish and reach objectives. Provide organization and communication to promote good staff relations, support for individual staff, and effective information exchange.
2. Supervise, train and evaluate the Assistant Hall Directors in the hall/complex.
3. Assume primary responsibility for the selection, training, supervision and evaluation of the Resident Mentors, with some responsibilities delegated to Assistant Hall Directors.
4. Serve as a resource person to Resident Mentors and be aware of programs, problems, and individual concerns unique to the floors.
5. Pursue professional development. Provide opportunities for the professional development of all members of the residence life staff.

C. Physical Facilities, Environment, Safety and Security

1. Establish and maintain mutual communication with the Hall Manager and Food Services Manager. Develop mutual expectations between University Housing and Residence Life staff, and an effective means of providing feedback. A good working relationship must be maintained for the smooth operation of facilities and of the overall hall/complex program. Establish expectations for Residence Life staff leading to cooperation, support, and communication with University Housing staff.
2. Coordinate housing and physical facilities with students and University Housing as these areas relate to individual students and the overall hall program. Conduct regular building tours with Hall Manager.
3. In conjunction with University Housing and the Department of Police and Public Safety ensure the safety and security of residents (including disseminating information, holding regular fire drills, maintaining student awareness of emergency procedures, responding to emergencies, and coordinating other activities pertinent to hall safety.)
4. Supervise office coverage by Residence Life staff.
5. Be on duty or call as appropriate to area or complex and supervise the 24 hour coverage of the building by self and others.

D. Maintain Contact with Central Staff, University and Community Agencies

1. Be familiar with campus and community agencies: assist Residence Life staff and students in working with University or outside organizations. Develop programs and activities to orient new students and staff to the larger University community.
2. Serve as liaison between the central Residence Life staff and the hall/complex. Judicial cases, contract releases, non-adjudicated behavior concerns, personnel matters, supplies and services budget, and other administrative areas warrant continuous communication with other members of the Residence Life staff.
3. Serve on/assume leadership for committees established by the Department of Residence Life to review policies/procedures/program areas significant to Residence Life operations.

III. Supervision Received

The Director reports to and is supervised by an Area Coordinator from the Department of Residence Life. Verbal contact is expected on a regular and frequent basis. Written reports may be expected to follow specific situations within the hall. Periodic evaluation of the hall program and personnel occurs with the Area Coordinator. Decisions involving policy, procedures and personnel should be communicated to the Area Coordinator, and are often made in consultation with her/him.

IV. Supervision Exercised

The Director supervises one to three Assistant Hall Directors, and seven to twenty-four Resident Mentors.

V. Physical Effort

Mildly disagreeable working conditions involve working in an environment with limited privacy and noise. Staff must frequently respond to situations throughout the hall/complex at any time of the day and night. The job requires moderate physical effort when responding to emergencies.

VI. Minimum Qualifications

Resident Directors: A Master's degree is preferred or at least one year of professional residence hall experience on a part-time basis. Without a completed Master's degree, Resident Directors must become admitted to a degree-granting graduate program by the end of their first full year of employment and must make satisfactory progress toward the completion of that degree.
Complex Director: A Master's degree is required and must have at least one year of full-time residence hall experience; or a Bachelor's Degree and 3-4 years of full-time residence life experience.

VII. Remuneration

Complex Director: This is an 11-month position. Eleven-month salary is \$29,333/11 months (12-month is \$32,000).
Resident Director: This is an 11-month position. Eleven-month salary is \$27,511/11 months (12-month is \$30,012).
Both receive a furnished apartment & meal plan, professional development support, competitive benefits package, retirement plan, and tuition waiver after one year of employment.