



RESIDENT DIRECTOR
University Village
Job Description

I. Basic Function

The Director develops and administers a comprehensive apartment program meeting the goals of the Division of Student Affairs and the Department of Residence Life. As a supervisor, they insure that the residence life functions are completed through appropriate and equitable delegation. The Director is expected to take 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. This is a 12-month position. Summer assignments are made considering the needs of the Department of Residence Life and the interest and skills of the staff member.

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 village 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. While working to develop and maintain an upper-division student program, the Resident Director will work with staff and students to establish an environment which supports and rewards academic and personal success.
2. Direct the development of learning and social activities using the programming dimensions as established by the department. Direct and coordinate village 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 all policies and procedures. Meet with students who violate Housing and University 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 and training student leaders, and in supporting student organizations. Advise village student groups.
6. 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.
7. Set standards shared with other staff for maintaining visibility and availability within the village, and for initiation of informal contacts with students. Regularly visit floors/buildings/apartments and attend programs and student group meetings. Develop strategies for daily interaction with students on a living unit, and individual basis.

B. Supervision, Selection, Training and Development

1. Provide direction to staff concerning efforts in the village; 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 Community Peers in the village.
3. Assume primary responsibility for the selection, training, supervision and evaluation of Community Peers.
4. Serve as a resource person to Community Peers and be aware of programs, problems, and individual concerns unique to the village.
5. Pursue professional development. Provide opportunities for the professional development of all members of the residence life staff.
6. Assist in the recruitment of professional and paraprofessional staff and selection through interviews and evaluations.

C. Physical Facilities, Environment, Safety and Security

1. Establish and maintain mutual communication with Apartment Managers. 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 village 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 the Apartments 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 and community center front desk 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 village 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 students and staff to the larger University community.
2. Serve as liaison between the central Residence Life staff and the village. 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.
4. Host occasional meetings with staff from the Learning Resource Center, Career Services, Service Learning, Study Abroad, Academic Advisors, and Financial Aid to establish relationships and maintain an awareness of resources that may be utilized by residents of the village.
5. Participate in Departmental and Divisional meetings as appropriate
6. Attend Departmental and Divisional training and development activities

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 village. Periodic evaluation of the village 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 4 Community Peers.

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 village at any time of the day and night. The job requires moderate physical effort when responding to emergencies.

VI. Minimum Qualifications

A Masters Degree is required or an equivalent combination of education and experience. Resident Directors must have at least one year of professional residence hall experience on a part-time basis. Without a completed Master's degree, 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.