OFFICE OF STUDENT AFFAIRS

TITLE: Residence Director
REPORTS TO: Director of Housing/College Head
APPOINTMENT CONDITION: 10 month-12 month, Graduate Assistantship

Job Description
Residence Director performs a wide variety of functions in providing the leadership for the residential college. They are the initiator-energizers who set the tone for the residential college. The role is both manager and educator. The following is a limited summary of the position.

Administrative Duties
A. Personnel: Responsible for the overall supervision and training of all residential college staff
   1. Supervises and trains resident advisors, desk supervisors, office workers and security guards
   2. Assists with the selection of personnel
   3. Assumes responsibility for adequate staff and desk coverage
   4. Implements a student development, humanistic approach to personnel management
   5. Assists the College Head with residential college duties

B. Administration: Responsible for the administrative duties associated with managing a residential college.
   1. Keeps accurate records on residents and provides information when needed
   2. Implements division and university policies and procedures
   3. Serves as a daily communication link between the Housing Office and the residential college
   4. Provides the overall leadership and initiative for the total hall operation
   5. Assists with developing college goals, setting direction and evaluating program progress
   6. Assumes responsibility for reporting the general physical condition of the building
   7. Serves as the university’s representative to students and visitors
   8. Responsible for maintaining the front desk operation
   9. Responsible for coordinating the mail room operation

C. Student Development: Responsible for the overall atmosphere contributing to student development in the residential colleges
   1. Works to insure the creation of an environment in the college conducive to student development
   2. Assists in assessing the needs and interests of the residents
   3. Provides leadership in insuring diversity programming needs are addressed
4. Assists with programming model as established by the Housing Office.
5. Serves as a role model for staff and students modeling healthy psychological and professional behavior.
6. Assists the college head in advising the residential college council and other college groups
7. Meets with individual students
8. Supports and attends college programs

D. General Duties
   1. Assures rule enforcement in the college and disciplinary action consistent with policy
   2. Other duties as assigned by the Housing Office

Advising Assignments
None

Committee Assignments
Staff Selection & Recruitment
Safety & security
Professional Development
Recognition
Training & Development