

|  |  |
| --- | --- |
| **Job Title:** Residence Director | **FLSA Classification:**   * Exempt * Nonexempt |
| **Reports to:** Director of Residential Education | **Location:** |
| **Department: Residence Life** | **Division:** |
| **Employment Category:**   * Full-Time ☐ Part-Time | **Paygrade: 414** |

**PRIMARY PURPOSE OF POSITION**

The Residence Director is a professional member of the Residence Life staff within the Division of Student Affairs. The Residence Director is responsible for the administrative, educational, and supervisory tasks of assigned residence hall(s). While reporting directly to the Director of Residential Education, the Residence Director also has significant interaction and responsibility with all functional areas of the housing operation. Duties of the RD include: staff supervision, administrative duties, student discipline, stimulating the development of educational, social and personal growth programs. This is a live-in, 12 month position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Hire, train, supervise and evaluate four to twelve Resident Assistants.
* Coordinate the administrative functions of a residence hall, which include: facility management, maintenance, room assignments, student employment, and payroll budget.
* Provide leadership in promoting an atmosphere within the residential communities that supports academic achievement and fosters responsible decision-making.
* Coordinate community and student development through service learning initiatives, social and educational programming, human issues education, faculty involvement programming, and hall council advising.
* Oversee building office operations and customer service training of student employees.
* Provide advice and counsel for individual students, student leaders, and student groups.
* Respond to requests and inquiries from university personnel, students, and parents.
* Participate in an on-call duty program in which student crises are addressed and a follow-up is conducted.
* Serve as a chairperson/member to departmental committees.
* Serve as a liaison to food service, custodial staff, and public safety officers.
* Oversee expenditures and manage administrative procedures for student programming monies.
* Other duties as assigned.

**QUALIFICATIONS**

Master's degree in college student personnel education or closely related field experience. One year of professional experience in a university setting. Knowledge of higher education, learning and human development theory and student affairs. Demonstrated experience in supervision of staff and management of a community living facility. Demonstrated commitment and ability to work with a diverse student body and staff Commitment to the concepts of community, social justice, pluralism, social equity, and the integration of mind, body, and spirit within the context of a liberal Catholic University. Must possess an unencumbered driver’s license and the ability to successfully pass a criminal background check.

**WORKING CONDITIONS**

**SCHEDULE**: This is an exempt position and your expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this position may need to be available early morning, evening, and weekends to meet the needs of the department.

**PHYSICAL REQUIREMENTS**

The expectations listed below are representative of the abilities that may be needed to fulfil duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical strength/endurance to enable him/her to perform/participate in the following activities:

* Physically able to lift various materials up to 50 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to climb stairs, ladders or scaffolding as necessary.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* Possesses dexterity abilities required to perform typing, operate a computer and other office equipment, to perform filing, and related job responsibilities and attention to detail competence.
* Physically able to spend significant time reading both on paper and on a computer.
* Ability to travel by car and plane for University business. Ability to drive.

**SUPERVISORY RESPONSIBILITIES**

**SUPERVISION RECEIVED:** General supervision is received by the Director of

Residential Education.

**SUPERVISION EXERCISED:** Functional supervision is provided to assigned exempt

and non-exempt personnel.

**EXPECTATIONS**

The incumbent is expected to have or possess:

* Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality of data.
* Has advanced knowledge of Microsoft Office and Google Suite software programs. Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
* Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
* Ability to possess excellent communication, organizational, problem- solving skills.
* Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
* Participate as a member of the University community by serving on various committees and task forces as assigned.
* Ensure to coordinate residence life efforts in safety and security awareness, energy conservation efforts, and other activities related to sustainability
* Ability to serve in a rotating on-call capacity to direct crisis management.
* Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
* Assume other departmental responsibilities in regard to staff selection, student recruitment, and orientation.
* Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
* Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
* Carry out all responsibilities and objectives in professional manner.
* Accept and render constructive criticism in a professional manner.
* Uphold and support Residence Life’s mission statement.
* Ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds in accordance with the Holy Cross Mission.
* Adhere to the policies and procedures established by St. Edwards University.

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

|  |  |  |
| --- | --- | --- |
|  | HR OFFICE USE ONLY: | |
| **Approved by:** | | *Signature of the person with the authority to approve the job*  *description* |
| **Printed Name of**  **Approver:** | | *Printed name of the person with the authority to approve the job*  *description.* |
| **Date**  **approved:** | | *Date upon which the job description was approved* |
| **Reviewed:** | | *Date when the job description was last reviewed* |