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

**PRIMARY PURPOSE OF POSITION**

The Residence Director is a full-time staff member serving in a 12-month live-in position. The Residence Director’s primary responsibility is to ensure that residence halls are safe and functional for all students and that student staff are well trained. The Residence Director is responsible for the administrative, educational, and supervisory tasks of a residential community. Duties of the RD includes staff supervision, administrative duties, student conduct, stimulating the development of educational, social and personal growth programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential Responsibilities Include:

**Supervision**

* Hire, train, supervise and evaluate 7-12 Resident Assistants and 8-10 Office Assistants

**Administrative**

* Coordinate the administrative functions of a residence hall or apartment complex, which include: office operations, facility management, room assignments, student employment, and budgetary oversight
* Oversee building office operations and customer service training
* Respond to requests and inquiries from university personnel, students, and parents

**Student Development**

* 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
* Provide advice and counsel for individual students, student leaders, and student groups

**Crisis Management**

* Participate in an on-call duty rotation in which student crises are addressed and a follow-up is conducted

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**QUALIFICATIONS**

* Bachelor’s degree and one year of professional work experience in a college setting or counseling/social services agency OR bachelor’s degree and three years as an undergraduate Resident Assistant/Advisor
* Knowledge of higher education, learning and human development theory, and college student development
* 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**

This is position is considered essential staff and employees may be required to work when the university is officially closed. The position also entails occasionally working in the evenings and on the weekends.

**PHYSICAL REQUIREMENTS**

* Physically able to lift various materials up to 25 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 remain seated, frequently to continuously.
* While performing required job tasks, physically able to remain standing up to 15% of the time.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

**SUPERVISORY RESPONSIBILITIES**

Supervises student employees: Resident Assistants and Office Assistants

*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:

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|  | 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* |