

Residence Director Application 2008-2009

Westminster Choir College of Rider University

Name: _____
Address: _____ _____
Email: _____
Phone No.: _____

For office use:

Application Complete

Date returned to ADOS: _____

Staff initials: _____

February 20, 2008

Dear Applicant,

Thank you for your interest in the Graduate Residence Director position for the 2008-2009 academic year. There is currently one position available as a Graduate Residence Director. I have included several items in this application packet for your information. Please take the time to carefully read all of the materials, as they include job descriptions for the position, a selection process schedule, and an application form. Take special care when reading the position description so that you may become fully aware of the expectations and requirements of a Residence Director. Please hold on to the selection process schedule and position description for your information. **Along with the application, please submit a resume, letter of intent (cover letter) addressed to Melissa Dennis, Student Life Coordinator, and a copy of your regular weekly schedule (to help us in arranging interviews).**

All applications are due by Friday, March 20, 2008 by 5:00 p.m. in the Office of the Associate Dean of Students. If at any time you have questions regarding the application materials or the selection process, please feel free to contact me.

The Residence Director candidates must apply to a Graduate program at Rider University by April 14, 2008. The Residence Director positions require that a student be accepted as a graduate student at Rider University for the 2008-2009 academic year, and to be enrolled for credit. Students must maintain a minimum 3.0 GPA throughout the term of employment. Residence Directors may not student teach or have a full time internship.

Thank you for your interest in the Residence Director position, and good luck throughout the process.

Sincerely,

Melissa Dennis
Student Life Coordinator
Office of the Associate Dean of Students
(609) 921-7100 x8264

Westminster Choir College of Rider University

GRADUATE RESIDENCE DIRECTOR APPLICATION SCHEDULE

Spring 2008

Wednesday, February 21, 2008 RD Applications available in ADOS and online

Thursday, March 20, 2008 Applications due

As applications are received Interview process begins

Monday, July 28, 2008 RD Training begins

RD Hiring decisions are usually made before the completion of the academic year.

Westminster Choir College of Rider University
Office of the Associate Dean of Students
Residence Director Job Description

TITLE: Graduate Residence Director

DEPARTMENT: WCC Residence Life

ESSENTIAL FUNCTIONS:

Reporting to the Student Life Coordinator, the Graduate Residence Director (RD) for the DIPS halls has primary responsibilities for a particular residential area but is responsible for the entire residential community (approximately 210 students) while on call. The Residence Director plays an integral role in the establishment of an environment conducive to maximum academic, personal, and social development, and to maintaining healthy and safe living conditions. The Residence Director seeks to promote a sense of community within the residence hall fostered by individual responsibility, respect, and the pursuit of mutual interests. Additionally, the RD assists the Assistant Dean of Students for Student Life on projects related to Student Life. On a weekly basis, the Residence Director is expected to work 20 hours, which is outside of the duty rotation. This is a ten-month, position with a start date of July 28, 2008, continuing until the end of the academic year.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Supervision of 4 Resident Advisors.
2. Meet weekly with residence life staff.
3. Conduct weekly one on ones with each Resident Advisor.
4. Work with staff and students on conflict resolution and discipline problems by serving as a judicial officer.
5. Serve as liaison with the Office of the Associate Dean of Students.
6. Serve as liaison with students.
7. Aid in the coordination and monitoring of programming efforts of the Resident Advisors.
8. Support on campus (SGA and Residence Life) programming through attendance and chaperoning.
9. Participate in all Residence Life Staff training sessions.
10. Participate in various Residence Life processes, including such things as staff selection and room selection.
11. Serve on Residence Life committees, as agreed upon by the Residence Director and the Student Life Coordinator.
12. Participate in on call duty rotation.
13. Tour the residence hall weekly to determine maintenance and housekeeping needs.
14. Take a reasonable number of meals in the Dining Commons with the students.
15. Maintain office hours in the Residence Director office.
16. Advise a Recognized Student Organization (ie. Programming Board, RHA, etc) or class government.
17. Complete other duties as assigned by the Assistant Dean of Students for Student Life or the Student Life Coordinator.

SUPERVISION RECEIVED: The Residence Director reports to the Student Life Coordinator.

SUPERVISION EXERCISED: The Residence Director supervises the Resident Advisors in their building.

QUALIFICATIONS:

- Must be enrolled as a full time graduate student at Rider University.
- Previous residence life experience preferred.
- Strong organizational and interpersonal skills.
- A mature individual, who can serve as a visible role model, believes in teamwork and has a genuine concern for the welfare of all Westminster students.
- The Residence Director may not hold an outside job during the academic year. Any church positions acquired must be within 45 minutes of campus to accommodate the on call rotation.

REMUNERATION:

- On campus furnished housing
- Full Meal Plan when school is in session
- Stipend
- Partial Tuition remission (9 credits)

Westminster Choir College of Rider University

Residence Director Application

Please type or print neatly:

Name: _____

Mailing address (Local address if current student):

Current Phone # _____ Student Box # (if current WCC student): _____

Bronc ID # (if known): _____

Current Academic Classification: Sr. _____ Grad. _____ if so, what year? _____

Have you been accepted in a Rider University graduate program for 2008-2009? _____

Major: _____ Current cumulative grade point average: _____

Expected Date of Graduation: _____ Total credits: _____

Please list any and all off-campus work and activities that you plan to have next year. Include school-related activities such as internship, choirs, etc.: (attach a sheet if necessary)

If you did not get hired for a Westminster RD position, would you be interested in being considered for an RD position at Rider University's Lawrenceville campus? _____

References: Please list two people who will be serving as references for you.

1. Name _____

Position _____

Phone # _____ E-mail address: _____

2. Name _____

Position _____

Phone # _____ E-mail address: _____

Please have your references mailed to the following address:

Melissa Dennis, Student Life Coordinator
Westminster Choir College of Rider University
Office of the Associate Dean of Students
101 Walnut Lane
Princeton, NJ 08540
Email: mdennis@rider.edu