GENERAL STATEMENT: The Residence Director is the primary staff member in an assigned residence hall, with responsibilities that include administration, supervision of staff, counseling, and advisement of student groups.

REPORTS TO: The Residence Director reports to the Area Director.

SUPERVISES: The Residence Director has supervisory responsibility for the Resident Advisor and office staff in their residence hall.

MAJOR RESPONSIBILITIES:

I. SUPERVISE AND COORDINATE A STAFF OF 1 TO 8 RESIDENT ADVISORS

A. Meet regularly with each RA:
   1. Keep abreast of all issues/events.
   2. Assist with any problem areas.
   3. Provide feedback on performance.
   4. Provide suggestions and alternatives for individual staff direction.
   5. Provide support and sounding board for personal concerns.
   6. Encourage and provide resources for community building.
   7. Meet formally with each RA at least biweekly

B. Meet weekly with hall staff:
   1. Act as a leader in establishing hall goals and working toward them. Set expectations.
   2. Keep the staff informed of all Residence Life information.
   3. Coordinate and delegate all administrative functions.
   4. Provide a forum for discussions of hall problem areas.
   5. Incorporate team building in staff meetings at least once a month.
   6. Assess training needs of staff.
   7. Hold staff accountable for all duties and deadlines.

C. Work with staff and students on conflict resolution and discipline problems:
   1. Develop trusting relationships with staff.
   2. Keep informed of all conflicts and discipline problems.
   3. Work with staff conflicts.

D. Provide formal and informal evaluation of RA staff:
   1. Provide on-going feedback to each staff member.
   2. Implement formal student evaluations provided by Residence Life.
3. Write formal evaluations for each staff member once a year.

II. **ACT AS A LIAISON WITH RESIDENCE LIFE**

A. Meet weekly with your supervisor:

   1. Keep your supervisor informed of building and resident needs, programs, and hall councils.
   2. Consult with your supervisor on problem areas.
   3. Provide your supervisor with staff training needs.

B. Provide information to other members of the Residence Life Staff as you:

   1. Tour building once a week to check for maintenance and housekeeping needs.
   2. Work with Maintenance on facility needs, informing Residence Life when problems persist.
   3. Work with the appropriate central office staff member concerning roommate situations, community building, staff selection, occupancy problems, damage billing and openings/closings of halls. The Residence Director is the person responsible for closing the building and is not to be replaced in this capacity by any other staff member.
   4. Provide Residence Life with feedback from staff on policy changes and information.
   5. Prepare reports by specified deadlines.
   6. Perform other tasks as specified.

C. Attend weekly Residence Director meetings:

III. **ACT AS LIAISON WITH STUDENTS**

A. Work with students on problems unresolved by RAs.

B. Meet with students who have presented discipline problems in a timely fashion and follow-up in writing with the appropriate disposition and/or sanctioning.

C. Develop community by participating regularly in student programs and establishing contact and visibility.

D. Refer students to appropriate campus helping agencies.

E. Be present on campus on all weekends with the exception of one weekend per month.

F. Be a presence within the building, do not just be a door to knock on and/or a number to call when a student needs something.
G. Supervise building staff in their implementation of community building.

H. Be present at all Hall openings and closing as well as all required training sessions.

IV. **ACT AS THE ADVISOR TO HALL COUNCILS**

A. Have a weekly individual with Hall President. Attend hall meetings regularly. Attend Hall Council sponsored events regularly.

B. Work to develop good relationships between RA staff and Hall Council executive boards.

C. Act as a resource person for programming ideas.

V. **SUPERVISE OFFICE OPERATIONS**

A. Establish office procedures and work schedules. Set expectations for hall office workers.

B. Hire and supervise office workers.

C. Maintain accurate time sheets.

VI. **CAMPUS-WIDE RESPONSIBILITIES**

A. Participate in all Residence Director training sessions.

B. Assist Residence Life in providing RA and Hall Council training sessions.

C. Attend all Student Affairs divisional meetings.

D. Participate in room, RD, and RA selection process.

E. Participate in both campus wide and Residence Life committees/programs. Assignments will be made to longstanding committees such as Theme Weeks, Food Committee, Fall and Spring training, staff recognition, staff recruitment and Leadership Development. Additional support may be required for ad hoc committee work.

VII. **PROVIDE ADDITIONAL SUPPORT FOR CRISES INTERVENTION**

A. Participate in campus on-call duty rotation with other Residence Directors.

B. Be willing to assist any staff member with a crisis situation.

C. When requested and/or deemed necessary, accompany students to the hospital.
VIII. OTHER RESPONSIBILITIES

A. Assume other duties and responsibilities as mutually agreed upon with the Director of Residence Life

B. Adhere to all policies and procedures included in the Residence Life Manual and other University publications