RESIDENT DIRECTOR

SERIES CONCEPT

Resident Directors coordinate the day-to-day activities related to the successful operation of a student residence unit or group of units and perform other related duties as required.

Incumbents plan, organize, and direct a variety of programs related to a residence unit; serve as advisors to student groups on matters concerning student government and attend meetings as necessary; serve as resource and referral agents for hall staff and students; engage in extensive student contact in the areas of counseling, community development, conflict resolution, academic advising, and crisis management; work closely with student-elected officials in the maintenance of records and the spending of student government funds; select, train, counsel, supervise and discipline lower level staff members; promote the goals and objectives of the residence halls program to the hall staff and students; advise student group representatives on matters related to the maintenance of a balanced program in the academic, cultural, social, educational, athletic, and service areas; and handle individual or group misconduct personally or through the appropriate campus office.

The Resident Director series consists of three levels with the distinction between levels based on the scope and complexity of the residence hall program, the degree of involvement in program planning and development, and the degree of supervision exercised. The distinction at the Resident Director II level is based on responsibilities for comprehensive student program development that is integrated to achieve multiple outcomes on a campuswide basis. Additionally, at this level there is greater emphasis on the management responsibilities for student programming; operational budgets and planning; facilities oversight; administrative management of policies, procedures, and staffing; and the training/development of the residence life staff.

CLASS CONCEPTS

Resident Director II

Under general direction, incumbents supervise, either directly or indirectly, all levels of residence life staff including Resident Directors, Assistant Resident Directors, Resident Advisors, etc., and other student and paraprofessional staff. Provide leadership for the units/complexes to which they are assigned. Manage comprehensive programs, budgets, facility administration, and staff development. Plan, develop and implement comprehensive programs that will enhance the co-curricular life in the hall/complex. Utilize programming as a means of increasing interaction between residents, developing residents' interests and skills, enhancing community and educational experiences, and contributing to the learning outcomes. Counsel students involved with more serious conduct offenses who have had a detrimental effect on the residents and the University community. Develop, coordinate, deliver and/or oversee training curriculum of residence life staff, including program coordinators, mentors and other student leaders. Develop, coordinate, deliver and/or oversee safety/emergency awareness initiatives and training curriculum for residents. Chair department committees and may represent the unit on campus and/or regional committees.
Resident Director I

Under general supervision, incumbents plan and direct the day-to-day programming activities of a student residence unit or group of units. Incumbents in addition to performing the range of duties outlined in the Series Concept may supervise lower level Resident Advisor and Resident Assistant personnel. This is the operational level of the series.

Resident Advisor

Under supervision, incumbents direct the day-to-day activities in a student residence unit or group of units. Incumbents may assist in the planning and directing of the day-to-day activities in large student residence units or complexes. Incumbents perform many of the duties described in the Series Concept working within established policy and procedural. This is the entry level in the series; however, positions may be assigned to this level on a continuing basis.

MINIMUM QUALIFICATIONS

Resident Director II

A Master’s degree in a related field and previous graduate or professional work experience in Residence Life, and/or an equivalent combination of education and experience in a related field; and skills, knowledge and abilities essential to the successful performance of the duties assigned to the position.

Resident Director I

Graduation from college with a major in psychology, sociology, social welfare or a related field; and one year of experience in residence hall supervision; or an equivalent combination of education and experience; and skills, knowledge and abilities essential to the successful performance of the duties assigned to the position.

Resident Advisor

Graduation from college with a major in psychology, sociology, social welfare or a related field; or an equivalent combination of education and experience; or incumbent must be a registered student and possess knowledge and abilities essential to the successful performance of the duties assigned to the position.