



Position Description

POSITION: Resident Director
DEPARTMENT: Office of Residence and Commuter Life
INCUMBENT:
DATE: January 1, 2023

POSITION PURPOSE

The Resident Director (RD) position is a ten-month, live-in assistantship position within the Office of Residence Life. The RD is responsible for the management and operations of assigned residence halls; to implement and monitor specific programs and services; to supervise and advise Resident Assistants; and to participate in the on-call duty rotation.

EXTENT OF AUTHORITY/RESPONSIBILITY

Assists in making decisions related to the management and operations of the residence halls including emergency situations, conflicts, policies and procedures. The RD attends regular staff meetings, contributes to the generation of ideas, solutions for problem areas, and evaluation of programs that fall under the area of Student Affairs, and has direct responsibility for implementing and monitoring specific programs and services.

BACKGROUND/SKILLS NECESSARY FOR POSITION

A bachelor's degree and current enrollment in a master's degree program in higher education, student personnel services, or a related area is preferred. Experience in residence life, counseling, student leadership, or other job-related area is desired. Computer and supervisory skills are desired.

The incumbent must be able to communicate effectively verbally and in writing, in person and by telephone, and must be able to travel within the University community as well as externally.

SUPERVISORY RELATIONSHIPS

This position reports directly to the Assistant Director of Residence Life. The Resident Director supervises approximately 8-14 Resident Assistants and 1 Head Resident Assistant.

ESSENTIAL RESPONSIBILITIES

1. Manages the overall operation of the assigned residence hall(s) including facility management, timely completion of reports, administrative tasks, minor disciplinary meetings, special projects, etc. The RD will be provided with the opportunity to work with two different areas during their time with the institution.
2. Establishes and maintains a residence hall environment conducive to living and learning.
3. Fosters the social, recreational, cultural, and educational development of the residents in the assigned residence hall by oversight of programming opportunities and supervision of the RA staff.

4. Serves as a liaison between the students and the Office of Residence Life, Dean of Students, Counseling Center, Career and Professional Development Center, Opportunity Program, Health Services, Campus Ministry, Maintenance and Custodial Services, Food Services, and other offices as necessary.
5. Leads Office of Residence Life related projects.
6. Assists in development and implementation of Resident Assistant training and selection.
7. Serves in a rotation of campus-wide on-call duty.
8. Maintains 20 hours per week. This typically includes approximately 15 hours in the office plus duty, staff meetings, etc.
9. Attends weekly staff meetings with Resident Assistant staff and Residence Life professional staff.
10. Creates and maintains a team of paraprofessionals to assist with community building and building management.

SECONDARY DUTIES

1. Promotes good public relations for the University, both within and outside the University community.
2. Represents the Office of Residence Life, Division of Student Affairs and the University in a professional manner.
3. Performs all other duties as required.

SALARY AND COMPENSATION

The Resident Director will receive in-state tuition remission commensurate with Indiana University of Pennsylvania (approximately \$9,000); in-state summer tuition (between first and second year) of \$3,000; an hourly wage of \$8.25/hr for 20 hrs/wk, fully furnished apartment including wireless internet access; full meal plan; ACUHO-I and NASPA memberships; and time days in accordance with the University calendar. This position is year-round, with breaks and time off at the discretion of the Director of Residence Life.