

Housing & Residence Life (H&RL)

Resident Director

Overview

The Resident Director (RD) is responsible for providing overall leadership and management of a 300-450 person residential community. An Assistant Director (AD) directly supervises the RD. The RD is a member of the department's central staff and is expected to follow all policies and provisions outlined in the University's Student Standards of Behavior. The RD position is an 11-month (July-May) live-in assignment with expectations of working 20 hours per week. The RD may not hold an outside position or employment during the academic year but may request academically-related positions, to include but not limited to, internship or co-op through their AD with final approval from the Assistant Dean of Students and Executive Director of Housing & Residence Life.

Preferred Qualifications

- Previous experience in residence life
- Ability to plan and implement a residential curriculum
- Enthusiasm for promoting a diverse and inclusive experience
- Ability to effectively manage multiple priorities and deadlines
- Ability to work independently

Responsibilities

Supervision

The RD directly supervises 8-10 Resident Assistants (RAs), up to 20 Desk Assistants (DAs), and one Residence Coordinator (only applicable for Caldwell Apartments). The RD will facilitate weekly or bi-weekly individual meetings with their staff members and is responsible for evaluating staff job performance via the departmental evaluation process. As part of their responsibilities, the RD will be required to meet weekly with their staff in order to provide opportunities for further training and skill development.

Community Development

The RD is responsible for fostering an atmosphere that is conducive to academic and personal growth among the residential communities of their RA staff. The RD will collaborate with University stakeholders such as Campus Ministry, the Center for International Programs, the Office of Multicultural Affairs, the Office of Community Standards and Civility, Community Wellness, Facilities Management, and other campus partners in order to foster an environment that is conducive for students' academic and social development. The RD will assist in the development of the educational plan for their area and will be responsible for implementing the educational plan as a part of the residential curriculum for their community. The RD will advise and involve staff in planning initiatives that enhance the development of the residential community and are in line with the residential curriculum. The RD will implement the department's community standards process. The RD is expected to attend community programs and community standards meetings as necessary. The RD also advises the Hall Council in their area.

Student Conduct

The RD will be expected to confront and document students who violate University policies as indicated by the University Student Standards of Behavior. The RD will facilitate behavioral hearings in order to educate students on University policies and provide an opportunity for them to conceptualize the impact of their decisions and behavior on the community. The RD is also responsible for assigning appropriate consequences, student follow up, and data entry into the university's judicial database. The RD is encouraged to create proactive programming to reduce the amount of student conduct cases.

Crisis Response, Duty, and Special Coverage

The RD will serve on either the Housing and Residence Life (HRL) or Dean of Student's Administrator (DSA) on-call rotation, as determined by their supervisor. When on call, the RD will engage with Public Safety, the Counseling Center and local hospital staff in order to provide support for students in crisis. Additionally, the RD will provide support and guidance for the Residence Coordinators on call and the paraprofessional HRL staff. The RD may also be expected to provide additional on-call/duty coverage as assigned for University holidays and weekends including, but not limited to, **opening weekend, Labor Day, Family Weekend, Fall Break, Halloween, Thanksgiving, Martin Luther King Day, Spring Break, St. Patrick's Day, Easter, and closing.**

Administration

The RD is responsible for the overall management of their assigned residential community. As a member of the central staff, the RD will serve on at least one department committee and attend weekly meetings. The RD will also manage the OrgSync portal for their living area. Additionally, the RD will manage and review Google forms for their area including the interventions logs and HRL tracking logs.

Advising and Informal Counseling

The RD will be expected to establish and maintain a professional relationship with residents and each staff member in his/her residential area. The RD will advise students within the limits of his/her capabilities in academic, social, and personal matters. The RD should also be aware of student issues including, but not limited to, homesickness, college adjustment, roommate conflicts, substance use, and mental health. The RD must also be familiar with University policies and procedures in order to direct students to appropriate resources as necessary. The RD must exercise sensitivity, patience, and care when addressing concerns that could adversely affect a student's personal well-being.

In addition, the RD is responsible for the following (responsibilities differ by living area):

- Supervising 24-hour desk operations for the area (not applicable in all areas)
- Reporting any student needs, issues, and areas of concern to his/her direct supervisor
- Acting as a liaison between students and the Department of Housing and Residence Life
- Participating in professional staff (PSI), graduate (GALI), and undergraduate (ULI) training
- Participating in departmental selection processes as requested
- Assisting with departmental opening and closing processes

Remuneration for Resident Director

- Competitive stipend
- Furnished apartment
- Board
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,715/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistant

Statement of Inclusive Excellence

The Division of Student Development recognizes the educational benefits of diversity for students, faculty and staff. We are committed to engaging in reflection, dialogue and experiences that both challenge and affirm multiple perspectives. Our Marianist charism calls us to value the dignity of every person and to advocate for social justice.

For more information, contact:

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