

Resident Directors are responsible to assist with the overall administration and operation of residence life. This includes being involved with the hiring, training and supervising of the RA's. They make room assignments, they assist students with a variety of problems, they assist students in their growth and development and model appropriate practices and policies. They work very closely with the Dean of Student Life. They also must live on campus.

#### **ESSENTIAL JOB FUNCTIONS:**

- Directly supervises the Resident Assistants
- Assists with selecting, hiring, training and is the direct supervisor of the Resident Assistants
- Serves as a resource to the RAs and the students living in the Residence Halls
- Participates in evening and weekend duty rotations
- Assists in the room assigning process
- Approves all room changes within the residence halls, as well as maintains records
- Provides personal assistance to students
- Develops residence hall programs and activities along with the RAs
- Helps with the enforcing of college and community standards.
- Coordinates and oversees all aspects of Residence Life
- Implements RA and Residence Life survey
- Completes written evaluation of all RAs

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree
- Strong communication, organizational and administrative skills
- Clear vision and sense of mission for the Residence Life program
- Past RA experience is preferred
- This position requires living on campus. We do not currently have housing available for a married individual.