

**PROFESSIONAL FACULTY RESIDENT DIRECTOR POSITION DESCRIPTION**

***Position summary:***

The Resident Director (RD) is responsible for providing a comprehensive academic program of leadership and management for a residence hall or a residence hall area housing 350 to 550 students. RDs are assigned unit and department tasks, projects and focus areas – that may include direct responsibility for area work groups, committees, and ad-hoc work groups. The RD holds a 9.5 to 12-month position (negotiable). 12-month positions require direct hall management and hospitality responsibilities for a full-service conference program during the traditional academic school year and summer months. The RD supervises resident assistants (RAs) and hourly student employees during both the academic year and the summer conference season. The Resident Director is responsible for creating a compelling living and learning environment in the residence hall(s), including collaboration with UHDS and OSU colleagues in the maintenance and improvement of physical facilities, residential services, programs, and activities. RDs live in a residence hall apartment and provide leadership for a residential area, in coordination with maintenance, custodial, dining, and administrative staff. The RD manages a budget of approx. \$5,000-20,000.

***Decision-making:***

The Resident Director functions with a minimum of direct supervision, while consulting as necessary with senior members of the Residential Life management team and University Housing and Dining Services staff. The RD, in collaboration with other Unit staff, makes decisions on staff hiring, orientation, training, evaluation, and discipline. The RD makes decisions to ensure that residents are provided with a positive living-learning environment with an emphasis on Academic Success and Positive Community and Individual Relationships. The RD has discretion on the use of limited funds in furthering academic success and other goals of the residential community.

***Supervisory Responsibilities:***

5 – 15 staff members, approx. 4-7 FTE.

*Which of the following supervisory/management activities does this position perform?*

Plans work

Approves work

Disciplines/Rewards

Prepares and signs performance  
appraisals or reviews

Assigns work

Responds to Grievances

Hires/fires (or effectively recommends)

FACULTY POSITION DESCRIPTION, continued

**Duties:** list functions and tasks performed, in order of importance, with percentage of time spent on each function. Use "N" to signify new duties, and "R" to signify revised duties.

% OF TIME	N/R	DUTY
30		<p>Leadership and Supervision: Responsible for providing overall leadership to the residential community. Directly supervises 5-14 resident assistants and hourly student employees during the academic year and conference staff during the summer months. May supervise GTA-RD. Ensures that the principles and functions of staff members are well understood, aligned, and integrated with UHDS and OSU mission, in service of residential students and other UHDS clients.</p>
5		<p>Facility Management and Coordination: Responsible for coordinating with UHDS and OSU colleagues in maintenance and improvement of the physical facilities, residential services, programs, and activities. Coordinates in-hall maintenance self-help program and energy conservation program within the residence hall(s). Monitors, reports on, and follows up on maintenance requests, energy use, and communications for assigned hall(s).</p>
5		<p>RDs provide leadership and direction for a residential area (East, West, or South), and/or Academic Theme communities in coordination with other RDs, Senior RL staff, and other University Personnel. In addition, RDs provide assistance to maintenance, custodial, dining, and administrative staff.</p>
15		<p>Student Academic Success: RDs are charged to create compelling living learning environments in the residence hall(s) by providing necessary space, time, and resources (including leveraging of University resources); as well as assisting UHDS and OSU colleagues and hall government(s) in the development and delivery of purposeful and focused UHDS/OSU programs and activities to residents/clients. RDs assess and report on the results of these efforts as directed by the RL management team.</p>
5		<p>Student Rights and Responsibilities: Provide leadership and direction for development of relationships with and among students in residential living groups to ensure a safe, secure, healthy living and learning environment; including: fire/safety/security policies and practices. Serves as the leader of the assigned area in the UHDS rights and responsibilities (judicial) system. Serves as hearing officers for rule infractions, violations of conduct code, and/or contractual violations; works with hall staff and hall council, as well as the Assistant Director of RL for Rights and Responsibilities to prevent and respond to incidents of rule violations. Maintain in-hall conduct records and departmental conduct database for hall related incidents Full-time RDs will support GRDs in the management of conduct and disciplinary systems.</p>
5		<p>Finances: Prepares, proposes, refines, manages reports on, and is accountable for an annual building/program/discretionary budget of approx. \$5,000-20,000. Tracks and reports on residence hall(s) operational budget and costs (incl. utilities, staff, capital projects, maintenance, programs, and activities).</p>
5		<p>Professional Development: Assists in developing professional and paraprofessional RL staff orientation, training, and development (including personal professional development). May include teaching undergraduate College Student Services Administration (CSSA) course(s), teaching the University's Odyssey (orientation) course and/or other related campus courses. Expected to take advantage of opportunities to participate in Student Affairs and <i>Campus Compact</i> initiatives, projects, and committees.</p>
15		<p>Advising: Has frequent, direct contact with students throughout the residence hall(s); serves as primary advisor to hall council(s). Consults with students and student leaders in</p>

	<p>matters of assessment, advising, customer service, and the overall living-learning environment.</p> <p>Other responsibilities: Performs other duties including, but not limited to: Chairing and/or serving on Unit, Department and Division-wide committees; completing collateral and/or administrative assignments; providing leadership and direction for special tasks, and other duties as needed or as assigned.</p> <p>Assists with the planning and execution of Residential Life Summer Conference Responsibilities. Including Summer Staff Selection, Training, and Supervision (7-15 undergraduate and graduate students). Holds responsibility for coordination with UHDS Conferences Manager on employee, facility, and resource scheduling and utilization throughout the Conference season. Completes other department and unit tasks and projects as assigned.</p>
--	--

FACULTY POSITION DESCRIPTION, continued

**Required qualifications:**

The Resident Director must have leadership experience in working with students in a residential setting in a college or university. Strong communication and listening skills; evidence of successful working relationships and accomplishments with individuals and communities of students, staff, and faculty of diverse backgrounds, beliefs, goals, personal characteristics, and identities; ability to develop purposeful networks and partnerships with residential life, maintenance, and dining colleagues as well as with students and student leaders/organizations. Ability to enhance residential student academic success, produces, and assesses results. Demonstrated abilities in supervising and advising paraprofessional staff and students. Evidence of participation in professional organizations. Ability to effectively manage communication (written, verbal, and electronic) with students, colleagues, and parents.

**Highest Degree:**

Bachelor's degree and two years of post-bachelor's experience required  
 Master's degree in higher education, student personnel, or related field strongly preferred.

**Other specialized instruction or certificates:**

None required. Prefer demonstrated fluency in a language other than English.

**Work experience:**

Minimum of two years post-bachelor's experience in college or university housing (GTA experience will qualify); evidence of responsibility for staff, programs, facilities, and finances. Some leadership experience directly within residential life. Familiarity with and willingness to work with residential maintenance, custodial, and facilities staff and projects. Evidence of enhancing student academic success and creating successful living-learning environment desired.

**Strongly Prefer:** Demonstrated experience and results with one or more of the following learning communities: Honors College; First Year Experience; Engineering, Science, and Math; Outdoor Pursuits, Community Service Learning; Wellness; International Education, or other Learning Community Program. Experience in a residence hall system of comparable or greater size (approximately 3,000 average occupancy). Experience at Oregon State University or similar sized institution.

**Other job-related skills and abilities:**

Experience in teaching, advising, and working with student organizations is desired. A passion for excellence, innovation, and life-long learning; compassion for students and colleagues; as well as a healthy sense of perspective, flexibility, and humor are desired.

**Signatures:**

Employee \_\_\_\_\_ [ ] Executive  
Name Date  
Department \_\_\_\_\_ [ ] Administrative  
Name Date  
College/Unit \_\_\_\_\_ [X] Professional  
Name Date

**Academic Affairs/Affirmative Action use only:**

Approved: \_\_\_\_\_  
Name Date

FLSA Status: [X] Exempt [ ] Non-exempt (qualifies for overtime compensation)