Resident Director

General Description: As an integral part of a growing department of 6,400 residents in twelve residential complexes across two campuses, and vibrant Divisions of Student Affairs and Auxiliary Services, this position is dedicated to fostering and facilitating an inclusive community focused on student learning and success. The Resident Director (RD) will coordinate and administer all aspects of a residential learning curriculum in one of our diverse residential settings; train, evaluate, and supervise 7 to 19 undergraduate student leaders and up to 1 graduate student leader; implement a Residential Curriculum; adjudicate conduct cases; serve in a campus-wide duty rotation; and participate in a primary departmental adjunct area. Professional development is supported through a travel allocation and opportunities throughout the department and division. Opportunities may exist to manage a residential learning community. Being a 12-month, live-in position, summer work assignments may include orientation, camps/conferences, summer school housing, or special projects. Resident Directors are provided a two-bedroom furnished apartment and an unlimited meal plan, and may have a domestic partner in their assigned apartment. Additionally, professional staff may have pets (within provided guidelines). The RD reports to the Assistant Director of their assigned area of campus and indirectly to the Associate Director and Director of Residence Education (Statesboro Campus) or the Director of Residence Life (Armstrong Campus).

Job Specifications/Required Qualifications
● Master’s Degree in Higher Education Student Services, Counseling or a related field
● Student staff supervision experience and knowledge of the residence hall environment
● A strong desire to work directly with college students in a learning environment
● Demonstrated skills in the following areas: leadership, supervision, crisis intervention, group dynamics, administrative tasks, professionalism, and programming in a residence hall setting
● Experience serving on an on-call rotation for emergency response
● Ability to work with a diverse population and contribute to inclusive communities
● Ability to physically lift 25 pounds

Remuneration: The RD position is a 12-month position; salary is $31,000. The RD position is an hourly position, with compensatory time earned for any hours worked beyond the designated 40 hours per week. As living in a residence hall is required, a furnished apartment is provided at no additional cost. Utilities and services are provided: water/sewage, in-unit laundry, electricity, trash, internet, and HD cable TV with HBO. An unlimited meal plan will be provided in fall and spring semesters. The University System of Georgia benefits package is also included. Professional staff members may reside with a domestic partner and/or have a pet in their on campus residence (within provided guidelines).

Duties and Responsibilities:

Staff Supervision & Development
The Resident Director is responsible for direct supervision of 11 - 20 student staff (undergraduate and graduate students). Specific tasks include:
● Supervising and evaluating Graduate Resident Directors and Resident Advisors.
● Assisting with the recruitment, selection, and training of Graduate Resident Directors and Resident Advisors.
● Creating duty schedules and maintaining regular payroll records.
● Planning and conducting weekly staff meetings and regular one-on-one meetings with assigned staff members.
● Monitoring actions and activities of building staff to ensure established expectations are being upheld.
● Developing a cohesive staff team.

Student Development & Support
The Resident Director is responsible for establishing an environment conducive to the academic success and personal growth of each resident. Specific developmental duties include:
● Maintaining a high level of availability with students by being present through all buildings in complex on a regular basis.
● Establishing regular presence in assigned residence hall, and being available through appointment.
● Designing and/or implementing strategies to meet established Residence Curriculum learning goals.
● Establishing a positive working and living relationship between residents and staff members.
● Creating and fostering an inclusive environment that promotes and supports an appreciation for diversity.
● Utilizing appropriate resources and personal skills in assisting residents in navigating academic and personal concerns.
● Possessing knowledge of and utilizing various student development theories.
● Providing experiences designed to address the developmental needs of college students.
● Supporting living learning communities by participating in residential learning community advisory boards (as assigned) while working closely with students, staff, and faculty associated with the community.
• Presenting programs to other Residence Education personnel, student groups, faculty, and campus-wide groups.
• Intervening in crises as they arise, including serving as the second-tier duty response for the entire housing community.
• Providing referrals for specific concerns, when appropriate.

Student Conduct & Policy Enforcement
The Resident Director is responsible for enforcing the behavioral standards set by Georgia Southern University and University Housing. Responsibilities include:

- Ensuring students and staff members are aware of the rules, regulations, policies, and procedures of Georgia Southern University as outlined in the Student Code of Conduct and Residence Hall Community Guide.
- Adjudicating conduct cases involving potential violations of University and Housing policies, utilizing Maxient conduct manager.
- Maintaining consistent and fair standards in line with the Student Code of Conduct and departmental expectations.
- Implementing corrective action in a timely, consistent, and thorough manner.
- Communicating with supervisor regarding on-going issues in assigned residence hall.

Residence Hall Administration
The Resident Director is responsible for implementing effective management practices in handling the daily operations of the halls. Specific administrative duties include:

1. Assignments
- Assuring accurate occupancy records and notifying University Housing Business and Administration staff of all changes.
- Following the room change guidelines established by University Housing to ensure that all residents involved in room changes are treated in a fair and equitable manner.

2. Facilities
- Working cooperatively with University Housing & Auxiliary Services staff (i.e. custodial, maintenance, and facilities) to assure the physical environment is maintained at an optimum level.
- Reporting and referring student and facility issues as needed to the University Housing and Auxiliary Services staff.

3. Emergency Assistance and Safety Requirements
- Being aware of all safety features in their building.
- Working on a rotating on-call duty schedule, responding to situations when needed, and advising staff on emergency protocol.

4. General Administration
- Developing and monitoring procedures to facilitate administrative functions in the residence hall related to occupancy and building management.
- Maintaining availability and visibility on a regular basis.
- Following all financial procedures and policies related to handling of purchasing and budgets.

Other Responsibilities
- Serving on or providing leadership for one or more Residence Education or University Housing committees (e.g. student staff recruitment, selection, training; professional staff recruitment, selection, training; assessment; administration; curriculum; etc.).
- Potential to serve on departmental, divisional, or institutional committees.
- Serving as essential personnel and maintaining availability outside of normal business hours, as needed.
- Presenting or attending appropriate in-service programs and/or conferences for continued professional development.
- Performing other duties as assigned by Residence Education or University Housing leadership.

For more information:
Please visit: http://auxiliary.georgiasouthern.edu/housing/employment/professional/ AND jobs.georgiasouthern.edu. Candidates must apply on the Human Resources website to be considered for an on-campus interview.