

JOB DESCRIPTION: RESIDENCE DIRECTOR (SUA 1)

Office of Housing and Residence Life
Indiana University of Pennsylvania

The Residence Director is a professional member of the Housing and Residence Life staff within the Student Affairs Division. The Residence Director is responsible for all administrative, educational, and supervisory tasks of assigned residence hall(s). While reporting directly to the Associate Director of Residence Life, the Residence Director also has significant interaction and responsibility with all functional areas of the housing operation. Resident Directors may be expected to supervise Graduate Assistants in the larger communities. Duties of the RD include: staff supervision, administrative duties, student discipline, stimulating the development of educational, social and personal growth programs, group advising, promoting the safety and welfare of all residents, and individual counseling. This is a live-in, nine month position with the probability of a supplemental summer contract.

Specific Responsibilities:

- Select, supervise, train, and evaluate Community Assistants, Head Community Assistants, and student support personnel.
- Supervise and perform the administrative responsibilities of a residence hall, including openings and closings, staffing the residence hall office at designated hours each day, maintaining accountability for funds allocated by the Associate Director for hall programming, staff appreciation, student hourly employees, and office supplies.
- Create an academic environment conducive to living-learning and scholarly pursuits (such as academic specialty housing, faculty interaction, and student success programming).
- Interpret University rules, regulations, and policies; i.e., conduct informal resolution conferences with students involved in alleged violations and initiate referrals to the residence hall judicial system as appropriate.
- Conduct judicial hearings as assigned.
- Maintain the residence hall by promptly and accurately preparing all necessary reports, records, and requests. Refer any unsatisfactory maintenance, custodial or health conditions as appropriate.
- Work with students and residence hall staff members to develop environments which teach students skills in responsible community living and the appreciation of individual differences.
- During the academic year supervise and evaluate one or more Graduate Assistants and/or assume leadership for a specific assignment related to the Housing and Residence Life program or the Division of Student Affairs (e.g., preparation for

summer Camps and Conference program, Break Housing, etc. under the direction of the Assistant Director for Occupancy).

- During the summer term assume leadership for specific assignments and projects related to the Housing and Residence Life program or the Division of Student Affairs. Specific projects and summer assignments will be identified in the spring semester and assigned to each residence director who is under a summer contract.
- Be aware of student problems and concerns and counsel/refer students on an individual basis.
- Assist and motivate students and residence hall staff members to plan and initiate student learning oriented programs in the residence hall.
- Assume on-call responsibility for the campus on a rotating basis.
- Maintain all required housing records in cooperation with the Assistant Director for Occupancy and staff.
- Provide leadership for the safety and security programs and its policies and procedures in the assigned residence hall.
- Assist and advise the Residence Hall Council for the residence hall.
- Develop, supervise, maintain, and evaluate special facilities and recreational facilities.
- Develop positive working relationships with maintenance and custodial personnel to facilitate the overall functioning of the residence hall.
- Work in cooperation with the Assistant Director of Residence Life to provide leadership within the residence education component of the department mission.
- Assist in the development of manuals, educational materials, training programs, and procedures for the residence hall staff.
- Participate in committees supporting the Office of Housing and Residence Life and the Division of Student Affairs as assigned.
- Assist in the performance of central office and other Housing and Residence Life duties as assigned.