

JOB DESCRIPTION: RESIDENCE DIRECTOR (SUA 1)
Office of Housing, Residential Living and Dining
Indiana University of Pennsylvania

The Residence Director is a professional member within the Office of Housing, Residential Living and Dining, a department of 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 either the Director of Residential Living or the Assistant Director of Residential Living, the Residence Director also has significant interaction with and responsibility for all functional areas of the housing and residential living operation. This is a live-in, 12-month position. Responsibilities include:

Supervision

- May train, supervise, mentor and evaluate 1-2 Graduate Assistant(s) from the Student Affairs in Higher Education (SAHE) master's program under the direction of the Director of Residential Living or Assistant Director of Residential Living. If no Graduate Assistants from SAHE are available for the assistantship, the GAs may be non-SAHE as needed.
- Select, supervise, train, and evaluate a staff consisting of 7-14 Community Assistants, 1 Head Community Assistant, 2-4 Academic Success Mentors, and an hourly administrative staff serving as Desk Assistants.
- Facilitate weekly staff meetings and conduct one-on-one meetings with graduate and paraprofessional staff on a consistent basis (minimally bi-weekly).

Living-Learning Initiatives & Community Building

- Direct a community consisting of 1-6 living-learning communities.
- Create an academic environment conducive to living-learning and scholarly pursuits (including academic specialty housing, faculty interaction, and student success programming).
- In concert with living-learning partners (faculty and staff), develop and maintain appropriate missions for the living-learning communities.
- Collaborate with living-learning partners (faculty and staff) in the planning and implementation of programming which supports the assigned living-learning communities.
- Work with students and residence hall staff members to develop environments which teach students the skills necessary to participate in responsible community living and the appreciation of individual differences.
- Work in cooperation with the Assistant Directors of Residence Life to provide leadership within the residential education component of the department mission.

- Provide direction and accountability for quality programming models that fit the overall community, inclusive of all residents regardless of involvement in a living-learning community.

Student Leadership and Training

- Develop, assist and advise the Residence Hall Council for the residential community.
- Instruct the Paraprofessional staff seminar during the spring semester.
- Participate in professional development opportunities as appropriate and available.
- Conduct regular developmental activities for paraprofessional and graduate staff.
- Present various topics at professional and paraprofessional staff trainings.
- Assist and motivate students and residence hall staff members to plan and initiate student learning oriented programs in the residence hall.

Administration and Committee Involvement

- May assume leadership for a specific assignment related to the Housing and Residence Life program or the Division of Student Affairs
- Perform the administrative responsibilities pertaining to the residential community, including openings and closings; promptly and accurately prepare all necessary reports, records, and requests.
- Provide oversight for the scheduling and supervision of Desk Assistant staff for the residence hall office(s) at designated hours each day.
- Assist in the development of manuals, educational materials, training programs, and procedures for the residence hall staff.
- Participate in regular staff meetings through the Office of Housing, Residential Living, and Dining.
- Participate in committees supporting the Office of Housing, Residential Living, and Dining as well as the Division of Student Affairs as assigned.
- Manage the multiple budgets allocated for hall programming, staff appreciation, student hourly employees, and office supplies.
- Control and monitor room reservation processes for spaces within the residential community. Provide oversight for outdoor recreational facilities.

Student Conduct and Crisis Management

- Interpret University rules, regulations, and policies; via a variety of forums, including conducting Informal Resolution Conferences with students involved in alleged policy violations; conducting Administrative Hearings as needed; and serving as a referring party for Administrative and Judicial Board Hearings.
- Be aware of student issues and concerns, counseling/referring students on an individual basis.
- Assume on-call responsibility for an on-campus population of approximately 4,400 student on a rotating basis. Partner with University Police, the Counselor on Call, and the Assistant Dean of Students/Associate Director of Residence Life as needed.
- Refer students with emotional, physical, and mental health concerns as needed to the appropriate campus resources.

Operations

- Maintain all required housing records in cooperation with the Assistant Director for Occupancy.
- Manage and record all lockout and damage billing for the community.
- Provide leadership for safety and security community measures including policies and procedures in the residential community.
- Refer any unsatisfactory maintenance, custodial, or health conditions.
- Intervene in instances of vandalism and create ways to promote a sense of ownership for the residential facilities.
- Develop positive working relationships with maintenance and custodial personnel in order to facilitate the overall functioning of the residential community. Work in cooperation with the Associate Director for Housing.

Other Responsibilities

- During the summer terms assume leadership for specific assignments and projects related to Housing, Residential Living and Dining and the Division of Student Affairs. Specific projects and summer assignments will be identified in the spring semester and assigned to each Residence Director. (Such assignments may include: camps and conferences, professional staff training, summer housing, paraprofessional staff training, etc.).
- Assist in the performance of central office and other Housing, Residential Living and Dining duties as assigned.
- May be required to drive university owned or leased vehicles to and from university sponsored events
- Perform other duties as assigned.