



DATE ISSUED: 04/16
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Residence Director

JOB SUMMARY

The Residence Director has primary responsibility for the daily management and overall student development of a residence hall or apartment community of 300-600 students. The Residence Director will create an administratively efficient, comprehensive and responsive student-centered educational program that positively influences student learning & development while maximizing an enjoyable living experience. Developing interaction between students, administrators, and faculty; encouraging community service opportunities and collaborating with the academic affairs and student life units will be primary mechanisms to promote this environment. Out-of-class activities will be directed to achieve optimal integration of academic, cultural, recreational, social, and personal development opportunities with the aim to foster behavior patterns known to promote healthy communities. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Director for Residence Life & Business Affairs

Supervises: Resident Assistants, Senior Resident Assistants, and Student Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Provides direct supervision, training, and evaluation of her/his paraprofessional staff.
- Assists in the overall recruitment, selection, training of the residence hall student staff.
- Provides both program development and teaching efforts for staff workshops and in-service training for student development personnel.
- Performs student and community development programming for the area of responsibility with is on academic success, personal development, diversity/oppression reduction, creating a quality living-learning environment, leadership development, and service to the community.

Residence Director
Date Issued: 04/16
FLSA: Exempt
PTO: VCS

- Identifies students with leadership ability and encourages their involvement in residential community organizations.
- Participates in leadership training and retreats as needed.
- Serves as primary Advisor to a residential student organization, primarily the Hall or Community Council.
- Serves in other advising capacities as requested.
- Monitors organizational funds.
- Manages and coordinates operation of a Community Office.
- Executes and maintains all record keeping functions as outlined by the Department of University Housing including but not limited to: student billing, assignment changes, financial transactions, conduct/discipline, fire, health & safety inspections, administrative reports, maintenance records, and postal services.
- Collaborates with TWU colleagues to ensure the residential facilities are safe, secure, well maintained and are administratively supervised in a timely, effective and efficient manner. Assists with departmental and University assessment initiatives.
- Approves, implements and/or facilitates room assignment changes and consolidation processes as outlined by the Department of University Housing; assisting with the annual Room Selection process; developing and maintaining a strong working relationship with community custodial and maintenance staff; and assisting with facility management and enhancement projects.
- Assures community coverage by establishing specific daytime, evening, and weekend duty schedules for her/himself, Senior Resident Assistants, Resident Assistants, and Student Assistants.
- Maintains availability on all opening and closing weekends, as well as final exam weeks, for the fall, spring, and summer semesters, and assist central office staff with coordination and implementation of the resident check-in and check-out processes. Enhance public relations by representing the Department of University Housing and TWU by interacting with and responding promptly to students, parents, and guests of the University.
- Represents University Housing at Orientation Sessions, Open Houses, and other Admissions recruitment & retention initiatives.
- Serves as a University Conduct Officer within the University judicial process.
- Interprets, supports, and enforces University policies, procedures, and regulations.
- Maintains up-to-date documentation regarding discipline situations, daily incidents, staff performance, etc.
- Intervenes in, mediates, and monitors roommate and other conflicts.
- Serves as a resource and provides personal counseling advisement for residents and/or referral service as appropriate and is sensitive to the individual needs and concerns of the students.
- Develops and implements programs and/or activities to help students cope with these concerns.
- Communicates to supervisor about the environment of her/his hall as it changes during the course of the academic year.
- Serves on the primary professional staff 24-hours per day duty rotation for University Housing responding to and documenting emergency situations while initiating communication and appropriate action in an effort to resolve the emergency, while

working in concert with other University staff including, but not limited to: Public Safety, Counseling, Health Services, Student Life, etc.

- Communicates openness and availability to residents by assuming an active interest in each resident of the hall, assisting students with individual problems through counseling and referral, and establishing an atmosphere conducive to academic study and productive community living.
- Advances the philosophy of multiculturalism and actively promotes diversity within all components of University Housing.
- Collaborates with Student Life and University colleagues regarding development and implementation of student leadership and programmatic initiatives, along with special events (i.e., Graduation, etc.).
- Attends, participates in, and provides support to all training, in-services, staff retreats, departmental or supervisor staff meetings, and/or University committees or Task Forces as requested.
- Attends professional conferences and workshops as recommended by the supervisor for professional development and/or project assignments.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

A Master's degree in higher education, counseling, social sciences or a related field is required.

EXPERIENCE

Residence Life/University Housing related experience in areas such as staff supervision, facilitating student development activities, and involvement with student leadership organizations required.

REQUIREMENT

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through the university.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - *The following are essential:*

- Demonstrated commitment to inclusiveness and diversity.
- Knowledge of organizational behavior and student development practices and procedures used in residence life.
- Ability to organize and coordinate work effectively, handling administrative details independently.
- Knowledge of University and Housing operating procedures and policies.
- Ability to plan, organize, and supervise staff.
- Ability to work effectively with students, parents, and guests to the university.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to plan, execute, and evaluate activities to reach long and short term goals of the department and the university.
- Effective organizational and time management skills.
- Ability to personally evaluate multilevel residence hall facilities, which includes walking stairs and visually inspecting buildings.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to work and cover during holidays, university vacations and break periods.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Ability to work and cover during holidays, university vacations and break periods.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors and/or outdoors.

Residence Director
Date Issued: 04/16
FLSA: Exempt
PTO: VCS

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.