



University Housing  
APPALACHIAN STATE UNIVERSITY  
**Residence Director**

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### **Overview of Position**

Residence Directors have primary responsibility for the day-to-day supervision and management of a residence hall that houses between approximately 250 to 450 students. This includes the training and supervision of a staff of 5 – 9 Resident Assistants, incorporation of the mission, vision and core values of University Housing into the operation of the residence hall, implementation of university and departmental policies and procedures, and administrative responsibilities including serving on departmental committees.

The Residence Director, as an administrative official of the University and a member of the University Housing staff, is expected to develop the skills required in the position and to accept the responsibilities that come with being a role model for students and staff. The Residence Director works with students to develop a sense of community in their residence hall through educational and social programming, daily student interaction and active participation in the overall Residence Life program. The Residence Director is required to live in an apartment within the residence hall. The Residence Director reports directly to a Coordinator and typically works 25 hours a week. The beginning and ending of the school year, as well during training weeks, RDs will typically work more than 25 hours. During academic break weeks and personal leave, RDs will typically not work 25 hours per week.

### **Responsibilities**

#### *Administration*

- Assume overall responsibility for the administration of the residence hall.
- Assume responsibility for hall openings and closings and coordinate check-in and check-out procedures for assigned residence hall.
- Be accessible, visible and present during all check-in and check-out dates.
- Keep complete and accurate information of all residents including building rosters, room condition forms, emergency contact information, key inventories (hall and staff), etc.
- Work closely with Administration staff regarding room changes, consolidations, monthly occupancy reports, withdrawals, etc.
- Check voice mail in the hall office daily and return phone calls within a reasonable timeframe.
- Check Residence Director mailbox in University Housing office daily (App Hall or JET).
- Attend all-Graduate Assistant meetings.
- Assist in the recruitment, selection and training of University Housing staff.
- Maintain open communication with hall support staff (Housekeeping, Maintenance, etc.).

#### *Community Development and Programming*

- Monitor and supervise individual and building-wide community development and programming efforts based on University Housing's community development model.
- Oversee management of Resident Assistant and Hall Council budgets.
- Support the programming and policy-making efforts of University Housing to create a more beneficial living environment and facilitate the development of students.

#### *Departmental Committee Work*

- Serve on at least one departmental committee.
- Meet with committee members and complete assigned tasks and projects for daily function of committee.

### *Policy Enforcement/Crisis Management*

- Provide leadership during crises in the residence hall and on campus.
- Serve in a weekly duty rotation to provide emergency assistance to approximately 2,900 students; provide duty coverage during at least one University break.
- Become familiar with and follow all institutional and departmental guidelines regarding crises.
- Communicate clearly, interpret and enforce department and University policies to staff and students.
- Review and submit incident reports and crisis reports to Coordinator in a timely manner.
- Conduct individual disciplinary meetings for *University Housing License Contract* violations and monitor assigned sanctions and judicial records.
- Promote the appropriate confrontation and documentation of behavioral issues and concerns by staff.
- Provide programs and other proactive educational interventions to minimize behavioral issues.
- Monitor and maintain in-hall Resident Assistant duty rotation system and calendar.

### *Relationship with Coordinator*

- Meet regularly as designated by Coordinator.
- Provide periodic reports for Coordinator.
- Keep Coordinator informed of all aspects of the residence hall and general students' development issues.
- Perform administrative tasks delegated by the Coordinator.
- Report needed maintenance and building repairs, safety and housekeeping issues to the Coordinator.
- Monitor floor and building-related issues and report them to the Coordinator.

### *Residents' Academic Achievement*

- Invite Faculty Guide, faculty, and/or non-University Housing RLC Leadership Team partners into the residence hall at least once a month.
- Invite Faculty Guide into a RA staff and Hall Council meeting at least once a semester.
- Publicize and implement a designated study space in the residence hall on a regular basis.
- Follow up with any students not attending class on a regular basis.
- Serve on leadership team for all RLCs placed within your building.

### *Role Model*

- Act as a positive role model at all times (on and off campus).
- Maintain a professional attitude and manner while employed by the University.
- Monitor and maintain a professional online presence (i.e. Facebook, MySpace, etc.).
- Maintain a high level of ethical standards.
- Know and abide by local, state and federal laws.
- Know and abide by the Appalachian State University *Code of Student Conduct* and University Housing policies and procedures as outlined in the *University Housing License Contract* and *University Housing Staff Manual*.
- Graduate assistants of legal drinking age who choose to possess or consume alcohol are expected to model responsible use of alcohol. This includes not condoning underage drinking by being present in situations where you are aware it is occurring and not exhibiting intoxicated behavior on campus.
- Report to your supervisor any incident in which you are documented for violation of campus policies or local/state/federal law.
- Maintain confidentiality for sensitive and FERPA protected information.
- Demonstrate commitment to education, celebration of diversity, and raising social awareness.

### *Social Justice Advocacy*

- Develop and utilize skills to work with diverse student populations.
- Maintain sensitivity to different perspectives and identities.
- Address all bias related comments and/or behaviors.
- Learn inclusive ways to advocate for the needs of all students.
- Facilitate the creation of a space that promotes education of students and colleagues around topics of social justice.

- Actively engage in reflection of personal identity and how it influences work with students and colleagues, which includes professional development opportunities.
- Hold self, students and staff members accountable to departmental expectations of creating an inclusive environment in the residence halls.

#### *Student Leadership*

- Advise the building Hall Council consisting of executive board and general student body population.
- Facilitate election of Hall Council officers in accordance with hall constitution and University policies.
- Attend weekly executive board and general student body meetings.
- Monitor and approve spending of Hall Council budgets.
- Facilitate student leader participation in retreat and conference attendance.
- Meet regularly with Hall Council president.
- Work to provide an environment of cooperation between Resident Assistants and officers of the Hall Council.
- Maintain a high level of visibility and student contact through the development of relationships with individual students, attendance at hall programs and staff activities, as well as sponsorship of hall programs.
- Serve as a resource or referral for information concerning university life.
- Promote student involvement in residence hall activities and hall governance.
- Provide counseling or referral for residents with academic, personal or career concerns.
- Attend Residence Hall Association meetings at least once per semester.

#### *Teaching*

- Limited teaching opportunities are available, but RDs are allowed to teach if desired.

#### *Supervision and Team Building*

- Supervise 4 – 9 Resident Assistants in performance of their duties.
- Work to create an environment of mutual support and recognition for Resident Assistants and encourage team work among Resident Assistants.
- Facilitate staff development, professional development and on-going training for the staff.
- Conduct weekly staff meetings to provide relevant information and clear communication.
- Provide on-going feedback and job performance evaluations (once each semester) to Resident Assistant staff regarding academic and job performance.
- Assist with the selection of staff through the Resident Assistant and Graduate Assistant selection process.
- Conduct bi-weekly one-on-one advising meetings with Resident Assistants.
- Consult with Coordinator concerning employment status of Resident Assistants.
- Plan, attend and participate in monthly area times.

#### *Other Duties*

- Serve on rotating on-call duty schedule.
- Residence Directors are the first staff members to arrive and the last staff members to leave their assigned residence hall for all University breaks and closings.
- As necessary for special University events (i.e. playoffs for football games, major campus events, etc), provide on-campus staffing as requested by the Senior Associate Director of University Housing. Note that in some instances this may include returning early from or leaving late for a designated University break.
- Complete the Professional Development Plan.
- Complete a performance evaluation with supervisor once a semester.
- Assist in the ongoing assessment and evaluation of Residence Life policies, programs and practices.
- Complete other duties as assigned from Coordinators, Assistant Directors, the Senior Associate Director of University Housing, and other University Housing staff.

#### **Additional Compensation for Position**

In addition to the compensation package provided by Student Development, and as a condition of employment, a furnished apartment, with all utilities (high speed internet access, cable television, water, and electricity) is provided at no cost. A meal plan and reserved parking space is also provided at no cost. The apartment, meal plan, and parking space are provided to assist in performing job responsibilities.

Please note that in regards to the apartment provided by the department, all personal belongings should be able to fit in the apartment *along with* the furniture already provided. University apartment furniture cannot be removed by the Graduate Assistant or the department. All GAs will complete an apartment inventory and will be charged for any missing items and/or damage.