

POSITION DESCRIPTION

Residence Hall Director (Live-in Female Residence Hall)

DEPARTMENT: Office of Housing & Residence Life

CLASSIFICATION: Exempt – Full Time

SHIFT: Monday – Friday, 8:30am - 4:30pm, Additional hours and weekends as requested and/or needed.

SALARY: \$35,000 annually

FUNCTION:

- The Resident Director provides leadership and must be dedicated to building a dynamic, nourishing, and enriching residence hall community that fosters Christian values consistent with the ideals and educational mission of Clinton College.
- As a member of the Housing and Residential Life Staff, the Resident Director is responsible for administering a variety of operational, educational, counseling, and disciplinary intervention components that are designed to foster personal and spiritual development and a sense of community within her Residence Hall.
- This is a twelve-month live-in position (female residence hall) requiring 40 hours per week and participation in Residence Life & Housing on/call duty rotation.

REPORT Assistant Dean, Student Engagement & Retention.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Researches and responds to inquiries from students, parents, and campus partners in order to provide or clarify information on departmental services, options, programs, policies, or procedures.
- Serves as a liaison to students, families, College faculty and staff, and others regarding complaints, questions, and other assignment matters via telephone, electronic communication, and in-office visits.
- Supervises, assists, and evaluates a staff of two - four Resident Assistants including a Senior Resident Assistant.
- Meet weekly with the Assistant Dean of Student Engagement & Retention.
- Meet monthly with the Coordinator, Housing Assignments & Residential Education.
- Participates in bi-weekly on-call/duty rotation with the Resident Director staff, responding to emergencies, crisis, policy violations and other student's incidents that extend into early morning hours.
- Attends and assists with scheduled in-service meetings with the entire Residential Life Staff.
- Assists in facilitating the training sessions conducted prior to the Resident Assistant Fall and Winter Training.
- Assists in the selection process of Resident Assistant staff for the following year.
- Notices behavior changes and indications of personal difficulties among residents.
- Responds objectively and fairly to residence hall/area issues.
- Shares responsibility for creating and maintaining an atmosphere conducive to study.
- Monitors and processes maintenance request forms, reports damage and suggests residence hall/area improvement.

- Conducts scheduled Health and Safety Inspections and corresponding paperwork.
- Supervises break and year-end residence openings and closings.
- Remains available during assigned duty periods as well as major weekends and campus events.
- Maintains office hours to be accessible for his/her residence hall.
- Attends programs and socials on campus in an effort to build community relations with students and staff.
- Follow up weekly with students who have gone through the conduct process to guide them back into a positive relationship with the community.
- Assist hall staff in promoting an environment that is safe, conducive to studying and well-maintained.
- Provide support and resources for students living on campus, and referrals when appropriate.
- Create an inclusive community in the residence hall through educating and challenging RA staff, individual conversations with staff/students and personal development in these core areas
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Oversees the daily management of on-campus housing assignment processes including residence hall assignments, room selection processes, room changes, space management, etc.
- Assists in the creation and maintenance of data and data structures; provide reports and query results for individuals, departments, and outside entities.
- Assists with the coordination of all occupancy, usage, and reporting efforts including identifying trends, projections, and forecasting of future housing needs.
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as directed by the Assistant Dean.
- Supports the overall success of Housing and Residence Life by performing all other duties assigned.
- Under the Clery Act, Residence Life staff are considered Campus Security Authorities and as such are required by law to report the following crimes to the on-call system and to campus security department immediately upon learning of them: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug violations, weapons violations, stalking, domestic violence and dating violence. This position is also required to report bias-related (hate) crimes for the following offenses: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, intimidation, simple assault, and damage/destruction/vandalism of property. Other Duties as assigned.

ESSENTIAL EMPLOYEE

This position is designated as an Essential Employee. Essential Employees are those who are expected to be on duty to operate the College and provide for the safety and well-being of our students when normal operations are suspended e.g. when classes are cancelled or delayed and when non-essential employees are released from work. Staffing of essential support services may be at reduced levels, determined by the Administrator, dependent on the needs of our students. No compensatory time, additional wages or premium wages will be paid under these circumstances since the suspended hours are scheduled hours and part of each employee's regular duties.

MENTAL DEMANDS

The mental demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals

with disabilities to perform the essential functions. Examples of mental demands include reading (documents), detailed work, confidentiality, language, math, reasoning, oral communications, written communications, customer contact, multiple concurrent tasks, constant interruptions, and performing calculations when necessary.

MINIMUM QUALIFICATIONS

Education: A Bachelor's degree is required.

Experience: At least one year of work experience in a field related to the position, such as housing, leasing, student affairs, customer service, etc. is required; at least three years of experience as described above is preferred.

Skills: Excellent verbal and written communication skills, including interpersonal communication skills and public speaking skills are required. Excellent customer services skills, including independent problem solving, are required. The ability to respond to multiple requests in a fast-paced environment is required. The ability to take initiative and work independently within specified time constraints while demonstrating sound judgment and decision-making skills is required. Proficiency with all aspects of Microsoft Office is required. The ability to participate in long- and short-range planning processes is required. The ability to set goals and strive for continuous improvement is required. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required. Experience working with diverse populations is preferred. Knowledge of standard operating procedures for residence hall facilities and an understanding of occupancy management, including report writing, are preferred

Knowledge/Skills/Abilities:

- Knowledge of housing practices and procedures, housing record keeping procedures, and institutional purchasing practices and procedures related to housing operations.
- Ability to maintain records and prepare reports related to housing operations and interpret housing rules and regulations

Additional Information:

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment. Candidate must be fully vaccinated and boosted.

Application Instructions:

Applications should include a cover letter and resume and must be sent, preferably in PDF format, to humanresources@clintoncollege.edu. The subject line of the email should read "Residence Hall Director". The process will continue until the position is filled.

Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations, and policies.