

Resident Director

This is a professional, live-in position responsible for supporting the mission and vision of the Department of Residence Life and Housing. Resident Directors (RDs) establish and maintain a community environment within the residence halls, while promoting and enhancing students' social, educational and personal development. The RD is responsible for the development, coordination and maintenance of their assigned residence hall / apartment. The RD works under the supervision of the Area Coordinator, Assistant Director of Residence Life and the Director of Residence Life & Housing. The Resident Directors live in the hall with the residents and they must be conscious of their behavior, attitudes, and serve as a positive role model for the students with whom they interact.

I. ESSENTIAL DUTIES AND RESPONSIBILITIES

Staff Supervision, Training and Evaluation

- Recruit, train, evaluate, and supervise a staff of Community Assistants and Community Mentors.
- Lead weekly staff meetings to communicate information, discuss issues, recognize contributions and provide and solicit feedback.
- Hold bi-weekly one on one meetings with student workers to assure the staff is developing leadership skills, maintaining academic excellence and upholding their job responsibilities with integrity.
- Facilitates student leadership and development through program development.
- Plans and participates in active staff development of student workers.
- Facilitate the resolution of conflicts by providing guidance to the Community Assistants and Community Mentors, intervening when necessary, and referring cases to the appropriate offices/personnel.
- Assist in coordinating and presenting staff training for the fall and spring semesters.

Community Building

- Assists, advises and counsels students with academic and personal matters through an open line of communication and providing referrals from the university and community.
- Be available and actively engaged in the community you live in through knowing residents by name, encouraging their development, and feeling at home here at CU.
- Attend Hall Programs and assist Resident Chaplains with community building endeavors.
- Know, understand, obey, enforce, and be able to explain Campbell University's Code of Honor, Code of Conduct, and Residence Life policies.
- Maintain an apartment in accordance to University policies.
- Monitor and keep lobbies, laundry rooms, and other common space neat and clean at all times.
- Suggest and offer programs and events to meet the needs of the residents. Hold a minimum of 1 program and 1 hall meetings per month, as directed by the Residence Life Office.
- Identify and encourage student involvement in campus leadership opportunities.
- Educate residents about policies and procedures.
- Support the campus community by attending and participating in events and programs offered on campus and assisting with Campbell University traditions.

Crisis Management and On-Call Duty

- Serve in RD duty rotation each semester by answering phone calls on the duty phone.
- Serve as the first responder to residents in crisis within the residence halls.
- Assess crisis situations and develop a plan for resolution contacting the Leadership Team on Duty cell phone.
- Provide mediation skills to resolve roommate and personal conflicts.
- Accompany residents needing medical attention to the hospital as needed.

- Follow-up with residents who have exhibited signs of crisis, depression, or stress and those reported through supplemental reports.
- Maintain positive relationships with Campus Safety, Resident Chaplains and Facilities Management.
- Be responsible for holding students accountable to policy, including taking keys or addressing alcohol and/or drug situations.

Administrative Duties

- Attend scheduled Resident Director Staff meetings.
- Attend all trainings, both for Resident Directors and Community Assistants
- Hold three weekly office hours in the Residence Life and Housing Office.
- Hold two office hours in the lobby space or equivalent to of their Residence Hall or Apartment each week
- Complete and submit all paperwork and reports, including room condition reports, purchases, room changes, and monthly reports in a timely manner.
- Review and approve all paperwork completed by Community Assistants and Community Mentors.
- Check assigned mailbox multiple times a week.
- Check and respond to email daily for announcements, updates and resident concerns.
- Distribute information to Community Assistants and Community Mentors in a timely manner.
- Maintain an up-to-date and accurate listing of residents assigned to your building.
- Maintain up-to-date and accurate hall budget and share with Area Coordinator
- Administer approval for overnight same sex guests in student rooms.
- Serve on one of the departmental committees throughout the academic year

Facility Management

- Open the hall, distribute room keys, and prepare for Move-In Weekend.
- Audit keys during move in and move out weekend.
- Works closely with departmental maintenance and custodial staff to ensure a well-maintained environment.
- Weekly walk through each floor of the building(s) to insure the safety and security of the residents. Invite Assistant Director of Housing, facilities and/or custodial staff to attend this walk-through when able.
- Promptly notify Facilities Management of safety and/or maintenance concerns.
- Conduct health and safety room inspections with the Community Assistants and Community Mentors each semester.
- Conduct closing room inspections with the Community Assistants and Community Mentors for winter break and end of year.
- Assist residents in communicating with Facilities Management to insure room repairs are completed in a timely manner.
- Regularly monitor the door access system to insure security and notify appropriate personnel when malfunctions occur.

Staff Selection

- Participate in marketing the Community Assistant and Community Mentor positions.
- Recruit Community Assistant and Community Mentor candidates through personal contact and by completing references.
- Serve as main interviewers for Community Assistant and Community Mentor interviews. Observe Community Assistant and Community Mentor candidate group process activities.
- Assist with hiring Community Assistant and Community Mentor for the following academic year.

II. QUALIFICATIONS

- Bachelor’s degree required.
- Matriculating in a full-time, graduate level program and maintain a minimum of a 3.0 GPA.
- Prefer experience as a Community Assistant and Community Mentor and/or other relevant leadership experience.
- Experience with Blackboard, Google docs and other campus/popular technologies preferred.

III. OUTSIDE ACTIVITIES AND EMPLOYMENT

- Additional employment will be permitted only by approval of the Residence Life and Housing Office.
- All staff must complete the Involvement Form within this handbook, and submit it to the Area Coordinator.
- An RD cannot have the RD position and a Graduate Assistant position for another campus office.

IV. REMUNERATION AND BENEFITS

The position is 10 months. Resident Directors are compensated with a monthly stipend, a 19 meals per week meal plan, \$200 book stipend per semester, \$200 in Creek Bucks per semester, an apartment including local phone, and utilities, and a parking sticker. The position will also pay half of the Resident Director’s tuition to their specific graduate program. Please be aware that taxes for tuition exchange will be withheld and could affect take home pay.

V. PROBATION/RESIGNATION/TERMINATION

Those working for the Department of Residence Life and Housing are examples for the student body of Campbell University, and any unprofessional conduct and/or unsatisfactory job performance will be addressed by the Residence Life Office. The following course of action will be taken with staff members who fail to complete their job requirements and/or expectations.

If at any time a staff member is found guilty of ANY offense listed in the Code of Honor or the Code of Conduct that staff member will be immediately terminated from the position.

I. SIGNATURES

I certify that I have given true, accurate, and complete information on all application paperwork and during interviews with the Residence Life and Housing staff. I understand that if it is determined that I have given untrue, inaccurate or incomplete information, I could and may be released from the RD contract. I also understand that it is my responsibility to contact the Assistant Director of Residence Life to provide updated information if there is a change in any information I have provided during the selection process and/or the duration of the RD contract.

I have read and understand the responsibilities and expectations as out lined in the RD contract. Effective the day I sign this contract, I agree to fulfil the aforementioned RD duties and responsibilities and expectations and will abide by all University and Residence Life policies and procedures. I understand that my signature authorizes Residence Life to review my conduct files as well as my academic records.

RD Name (Please Print)

RD Signature

Date