



POSITION DESCRIPTION 2012–2013

Office of Residential Life and Learning

Tufts University

POSITION TITLE: Resident Director

SUPERVISOR'S TITLE: Associate Director

DESCRIPTION:

The Resident Director (RD) is a valuable member of the Office of Residential Life and Learning (ORLL). He/She lives in a community of undergraduate residents and Resident Assistants (RA) and assumes primary responsibility for managing the day to day operation of his/her assigned residence hall(s). This position is an academic year commitment, with the Resident Director performing duties while Tufts University is in session, with time off concurrent with the academic schedule (Thanksgiving recess, Winter Break, and Spring Break). Other responsibilities include supervising the Resident Assistants, shaping an environment that supports the academic and personal needs of the community, and developing a living experience that emphasizes ownership for a safe and healthy environment for all of its members.

The RD reports to the Director of Residence Life and Learning, and receives direct supervision from the Associate Director. In as much as the residential environment is a dynamic one, the RD position is one that requires the RD to be flexible, approachable, enthusiastic, and organized as he/she is called upon to respond to changing needs and situations. While no position description completely describes this job, the specific responsibilities listed below are a representation of the major expectations of the RD:

Supervise Resident Assistants:

- Provide supervision, support, and assistance to a student staff of 5–9 Resident Assistants (RA's).
- Conduct weekly RA staff meetings.
- Meet with each staff member individually twice a month or as needed.
- Evaluate each Resident Assistant's performance informally on an on-going basis and formally once a year.

Facilitate the Establishment of a Community:

- Support and participate in staff programming efforts by acting as a resource and monitoring the quantity and quality of RA programs.
- Develop and implement social and educational programs with RA staff.
- Become acquainted with residents in your building(s) through weekly building tours.
- Publicly advertise and host at least 3 drop-in office hours per week.
- Support and work with Special Living Programs (First year, Healthy Living, and Bridge).
- Attend residence hall activities and events and programs on a regular basis.

- Work with and develop a residential team with Faculty–Scholar and Academic tutors (Houston, Tilton, Hill, and Metcalf Halls).

Maintain a Safe and Clean Living Environment:

- Discuss maintenance and facilities issues at your weekly duty team meetings.
- Assist students in communicating facilities problems to Work Control, and take appropriate action when repairs are not made in a timely manner.
- Conduct weekly building walk through and report issues/concerns regarding the physical condition of the building(s) to Work Control.
- Request furnishings, repairs and/or equipment as necessary with Residential Facilities.
- Coordinate health and safety inspections with RA staff.

Support Individual Residents:

- Mediate roommate conflicts and coordinate resolutions and reassignments within the duty area with the support of the Assistant Director of Community and Judicial Affairs and/or Director of Residential Life.
- Provide informal support and referral to appropriate forms of assistance such as the Dean of Students, Counseling Services, or Health Services.
- Provide information about the judicial and dispute resolution processes.
- Be familiar with and refer students to campus resources.

Maintain Community Standards:

- Uphold and support all University and department policies and standards as stated in Habitats along with providing support to the Resident Assistants as they uphold the same policies and standards.
- Exhibit knowledge of and the ability to explain the University Judicial Process as stated in Habitats and Student Judicial Process. Execute the disciplinary process within your area of responsibility with the support of the Assistant Director of Community and Judicial Affairs and the University Judicial Affairs Officer.
- Maintain fairness and consistency when dealing with infractions of policies and community standards.
- Encourage residents to take ownership of their community, in particular during the beginning of the semester when community standards and behavioral expectations need to be set.
- Establish and encourage a community that is conducive to a healthy living environment.
- Monitor and report all community and building behavior to the Assistant Director of Community and Judicial Affairs.

Open and Close the Residence Hall(s):

- Be available in assigned residence hall(s) on all student move-in and move-out days.
- Conduct the first hall meeting(s) the evening of each semester's move-in.
- Oversee the completion and return of *Room Condition Cards*.
- Attend Orientation events as needed.
- Close halls in your duty area each semester.

Participate in Departmental Efforts:

- Attend all staff trainings and RD meetings which begin on or around August 1st.
- Conduct “all-hall” meetings as necessary.
- Participate in RA and RD recruitment, interviewing, and selection.
- Assist with Resident Assistant training by planning and presenting training sessions.
- Coordinate on-call schedule for your RA team.
- Participate in campus on-call duty rotation.
- Assist with the housing lottery.
- Participate in the Residential Judiciary Board’s hearings.
- Complete other duties as assigned.

Eligibility:

- A bachelor’s degree is required.
- Must be enrolled in a graduate degree program (does not have to be a Tufts graduate program).
- Residential Life/Student Affairs experience is preferred.
- Management and leadership experience preferred.
- Demonstrated experience with diverse populations required.
- Resident Directors may **NOT** have more than 15 hours per week combined internship/practicum and/or part-time employment on or off campus.
- Resident Directors **MUST** live within their assigned apartment full-time and may not have pets.
- Resident Directors must vacate their apartment by June 30 if they are not returning to the position the following year. If a Resident Director is terminated from the position, he/she must vacate the apartment within two weeks or he/she will be considered trespassing.
- Resident Directors may not have a pre-existing or on-going intimate relationship with a current Tufts University undergraduate student.
- Resident Directors must be available 10 hours per week for daytime meetings Monday-Friday.
- All Resident Directors must pass a criminal background check.

Remuneration:

- The Resident Director position is a professional position with a 10-month contract and a stipend of \$8810 (divided up monthly from August through May). Summer work assignments (10 hours per week) negotiable in exchange for summer housing.
- Assignment to an unfurnished one-bedroom apartment, as-is, within a residence hall without charge utilities included (valued at \$1,300 per month).
- Local phone, internet, and cable television service free of charge through the campus telephone and cable vendor.

Send cover letter, resume, and names and phone numbers of three professional references to: doreen.long@tufts.edu