

CSU, Fresno Auxiliary Corporations Job Description

Job Title: Residence Director
Department: Housing
Reports To: Judicial Coordinator
FLSA Status:
Job Code:
Salary Grade:
Classification: Graduate position
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Prepared Date: 11-16-06
Approved By:
Approved Date:

SUMMARY

Under the general direction of the Assistant Director of Housing and the direct supervision of the Judicial Coordinator, the Resident Director is responsible for implementing the Residence Life Program that provides an on-campus living/learning environment within the residential facilities. The Resident Director will oversee the efforts of the paraprofessional staff (Assistant Resident Director, Resident Advisors, and Public Safety Assistants) who live within the residence halls, which accommodates 1,070 undergraduate and graduate students. In addition, the Resident Director is responsible for resident judicial cases, the development and implementation of in-service training, and continuous staff development to create a living/learning environment for the residential community.

SUPERVISORY RESPONSIBILITIES

This position supervises assistant resident directors and resident advisors and indirectly supervises 18 Resident Advisors, 6 Public Safety Assistants.

Daily Responsibilities:

40% SUPERVISION OF RESIDENCE LIFE PROGRAM/STAFF

- Prepare and implement Fall and Winter Residence Life Training on-the-job training on a variety of subjects pertinent to the Assistant Resident Director, Resident Advisor, and Public Safety Assistants.
- Directly supervise the Resident Advisors and Assistant Resident Director for their building(s).
- Hold regular one – on – one supervision and staff meetings to problem solve, plan, implement and continue training.
- Meet with the residence life staff weekly to discuss upcoming events, continue training and staff development.
- Conduct performance evaluations of the Assistant Resident Directors and the Resident Advisors.
- Coordinate the selection of the Residence Life and Summer Conference Staff in early spring and needs throughout the year.

Provide 15 – 20 office hours a week to do general administrative task (this includes breaks and holidays).

ESSENTIAL DUTIES AND RESPONSIBILITIES

40% DISCIPLINE

- Serve as a Judicial Hearing Officer for cases involving violations of residence hall policies.
- Consistently enforce University and residence hall regulations through counseling, educational discipline, and effective follow through with the Judicial Coordinator, Assistant Director and Student Affairs (when applicable).
- Review significant discipline concerns as determined by, and in consultation with the Judicial Coordinator and the Assistant Director of Housing. Make recommendations regarding appropriate action, follow-through on all cases to the extent feasible, and keep others informed of developments.
- Take appropriate and timely action with discipline.
 - Follow up with appropriate letter to resident and outstanding sanctions.
- Organize and maintain accurate conduct files for all cases, within a data base.
 - Tracking discipline in C-Bord Odyssey data base.
- Refer continuous discipline concerns to the Judicial Coordinator

10% ON-CALL

- In conjunction with the graduate staff provide week night (5 p.m. – 8 a.m.) and weekend coverage (Friday at 5 p.m. until Monday at 8 a.m.).
 - Complete rounds in the complex with staff at least once a night on weekends
- Be available by phone to respond to calls by the Residence Life Staff.
- Respond to incidents in the residence halls that require professional intervention.
- Notify proper authorities, i.e. Campus Police, Director, Assistant Director of Housing, Judicial Coordinator, Facilities Coordinator, etc., when situations warrant.

5% COMMUNITY DEVELOPMENT

- Be regularly available and visible to residents and staff (including evenings and weekends.)
- Become well acquainted with staff and residents and encourage the staff to do the same.
- Work effectively with campus groups; i.e. Alcohol Advisory Committee
- Assist staff and residents in promoting a positive living environment.
- When necessary call floor section/hall meetings to address behavioral concerns.
- In conjunction with staff and residents, plan and implement programs that promote a sense of community, consideration of one's neighbor, and responsible freedom.
- Continue to develop relationship with on and off campus groups; i.e. Student Life, Student Affairs.

5% ADMINISTRATIVE/ORGANIZATION/OTHER RESPONSIBILITIES

- Assist in the programming efforts of the Residence Life Staff.
- Process job descriptions for staff, advising changes and work closely with designated senior staff person.
- Prepare for hiring of new staff and work with current staff on the process.
- Administrative paperwork for employment of staff, payroll, separation paperwork.
- Oversee the Assistant Resident Directors in their development of the duty schedule.
- Continue updating and revising the "University Courtyard Residence Life Staff" manual and implement changes as deem necessary.
- Recommend changes for the University Courtyard Student Handbook.
- Be an active part of the University Courtyard, housing team, for various events; i.e. Open House events, Residence Sneak Preview, Closing, Summer Conferences, etc.
- Review previous marketing materials and offer suggestions for the new brochures.
- Prepare yearly budget for review for the designated area of duty. To be reviewed by the Director and Assistant Director of Housing.
- Attend regional and, as appropriate, national conferences.
- Attend training sessions on campus or elsewhere that deals with topics pertinent to the residence hall.
- Meet weekly with the Judicial Coordinator.
- Other duties may be assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree from a four year University and at least two year Residence Life experience preferred.

Required to be registered/enrolled in a graduate program at California State University, Fresno for Fall 2007 and continuous enrollment required throughout employment.

LANGUAGE SKILLS:

English

MATHEMATICAL SKILLS:

Basic skills

REASONING ABILITY:

Be able to make sound judgments, following set procedures and policies in place and meet in a discipline setting with residents who have broke policies. Also, to give the appropriate sanction for policies which have been violated. Be able to make sound judgments and give direction to under graduates. Ability to evaluate undergraduate employees, in their job performance.

CERTIFICATES, LICENSES, REGISTRATIONS

none

OTHER SKILLS AND ABILITIES:

Ability to lead/be a role model to under graduate students in a living-learning environment. Previous counseling / advising experience.

PHYSICAL DEMANDS

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

Be able to climb three flights of steps, since residence halls are three stories, no elevator access.

Lift up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A shared office within the housing office, a desk, computer and phone will be provided. Also, furnished one bedroom apartment with a 14 flex meal plan for the residence dining hall.