**ADMINISTRATIVE POSITION ANNOUNCEMENT**

**TITLE OF POSITION/RANK:** Resident Director

**DEPARTMENT:** Residential Life, Rose Hill

**RESPONSIBILITIES:**

- Leads, supervises, evaluates, and supports a staff of 4-13 Resident Assistants with whom goals and expectations have been set.
- Drives weekly staff meetings at a regular time designed to convey necessary departmental information, discuss building concerns, and conduct ongoing staff training and development.
- Assess the students’ needs and develop a needs-based programming curriculum to accommodate that will be directly implemented by the Resident Director with assistance from the Resident Assistants. Assessment would also be used by the Resident Director to develop learning outcomes for educational and community initiatives.
- Supports the mission of the Integrated Learning Communities, including attending regular meetings and working with the Master of the Residential College and Academic Affairs liaisons to advance the program.
- Enforces University policy by documenting and reporting incidents.
- Implements disciplinary actions as needed. Conducts timely student conduct hearings with students and staff as needed, levy appropriate sanctions and conducts any necessary follow-up.
- Advises and supports the Residence Halls Association by attending weekly meetings and programming initiatives.
- Engages in developmental contacts with residents that focus on community development, academic engagement, and/or diversity enrichment.
- Educates students to be supportive community members who are responsible for their actions and behavior toward each other, as well as toward the community in which they live. Communicates with students regarding the rationale behind policy and procedure, emphasizing the educational value of the standards to which students are held.
- Works with parents/guardians regarding concerns about their resident. Involves the parent/guardian in the resolution of student conduct/crisis concerns when appropriate.
- Facilitates team-building and/or staff development by planning individual staff in-service training, staff socials, and professional development opportunities. Some of this development will take the form of a comprehensive year-long staff development model that will enhance the staff’s learning about health/wellness, diversity, community, academic issues, and Jesuit education.
- Serves On Duty on a regular basis and responds to any facility, safety, or crisis situations campus-wide as well as assisting Resident Assistants On Duty with any questions or concerns.
- Maintains accurate building operations functions including but not limited to, monitoring any vacancies, assisting with converted triples, assisting with room selection, reporting damage and billing appropriately, and conducting Health and Safety inspections.
- Serves as Administrative Support People for complainants and respondents with sexual misconduct cases.
- Works with staff including Budget Coordinator, Assistant Director, and Resident Assistants to monitor programming budget and allocation of funds.
- Engages in developmental contacts with residents that focus on community development, academic engagement, and/or diversity enrichment.
- Abides by all University policies and serves as an appropriate role model

**QUALIFICATIONS:**

- Bachelor’s Degree required, Master’s Degree preferably in Education, Counseling, Student Personnel, or related field
- The position also requires knowledge of the Residential Life functions within a university, as well as a commitment and appreciation for the liberal arts, Jesuit, Catholic tradition
- 1–3 years’ experience preferred

**SALARY:** Commensurate with Experience

**FLSA CATEGORY:** Exempt

**START DATE:** ASAP

Submit letter and resume to: Maureen Segota, msegota@fordham.edu

*Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.*

*Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories.*