ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Resident Director

DEPARTMENT: Office of 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.
- Runs weekly staff meetings at a regular time designed to convey necessary departmental information, discuss building concerns, and conduct ongoing staff training and development.
- Assesses the students' needs and develops 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, levies 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.
- Facilitate 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 yearlong 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 or four years of related fieldwork required; Master’s Degree preferably in Education, Counseling, Student Personnel or related field.
- 1-3 years of experience required.
- Knowledge of the Residential Life functions within a university, as well as a commitment and appreciation for the liberal arts, Jesuit, Catholic tradition.

STARTING DATE: ASAP

FLSA CATEGORY: Exempt

SALARY: Commensurate with experience.

SEND LETTER & RESUME: msegota@fordham.edu

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