ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Resident Director

DEPARTMENT: Residential Life
Rose Hill

POSITION SUMMARY:
Serves as director of a residence hall or housing area, reports directly to the Assistant Director for Leadership Development and Training, and works closely with the specialized housing operations, conduct, and mental health/substance abuse prevention-focused professional staff. The Resident Director is a critical part of a mission-driven Office of Residential Life at the Jesuit University of New York’s main undergraduate campus in the Bronx.

RESPONSIBILITIES:
• Furthers the mission of the office to create a diverse community of rights, respect, and responsibility in resident communities in which students learn where they live in conventional/traditional residence halls as well as seven Integrated Learning Communities.
• Leads, supervises, educates, evaluates, and supports a staff of diverse resident assistants to create a community for and with students in a variety of residence halls and housing types on and off-campus through educational programming and the model of their example as leaders.
• Assists in planning and provision of annual, semestery, and ongoing training for the hall RA staff and conducts weekly staff meetings for informational, building management, supervisory, training, and staff formation purposes.
• Serves as a consistent presence in the community for RAs and students through regular office hours and routine contact with students.
• Assesses student and community needs and develops a programming curriculum connected to learning outcomes and assists in the hall, campus, and University-wide assessment initiatives.
• Educates the community on Fordham’s mission-derived community standards and policies, serves as a hearing officer, and manages the hall’s/housing area’s student conduct process, coordinates with the associate director for substance abuse prevention and mental health on sanctions, and supervises RAs in their critical roles as educators, documenters, mandated reporters, and role models for exemplary conduct.
• Educates students to be men and women for others, good citizens responsible for their actions and behavior toward each other and the diverse community in which they live.
• Engages in direct and consistent developmental contacts with residents to further community development, academic engagement, and/or diversity enrichment.
• Serves as point of contact for parents/guardian concerns related to conduct, mental health, substance abuse, and other concerns.
• 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 knowledge and skills related to health/wellness, diversity and anti-racist strategies, academic support, and mission.
• Serves on-duty rotation as part of a 12-person staff responding to crisis, facilities, and safety-related concerns and supervising RAs on duty.
• Oversees hall housing operations functions including assisting with facilities issues, room changes, conducting health and safety inspections, fire drills, damage billing, and room inspections as well as billing appropriately.
• Serves as an administrative support person (ASP) reporting to the assistant dean and associate director for student conduct in sexual misconduct cases and as a monthly check-in person for students returning to the community via the mental health-related re-entry program.
• Advises and supports the Residence Halls Association hall board by attending weekly meetings and programming initiatives. emphasizing the educational value of the standards to which students are held.
• Works with the assistant director, budget coordinator, and resident assistants to manage hall programming budget and allocation of funds.
• Abides by University policy and serves as an appropriate role model, furthering the mission to train men and women for others.

QUALIFICATIONS:
• Bachelor’s Degree required; Master’s Degree preferred.
• 1-3 years of relevant experience
• Commitment to and appreciation for mission-driven education in the Jesuit Catholic tradition.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: After June 1, 2022

SEND LETTER AND RESUME TO: Maureen Segota
msegota@fordham.edu

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