ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Resident Director
DEPARTMENT: Office of Residential Life, Lincoln Center

RESPONSIBILITIES:

- Recruits, teaches, leads, supervises, assesses, and supports a staff of 4-13 Resident Assistants assigned to the halls or housing area, setting goals and expectations for the year.
- Runs weekly staff meetings at a regular time designed to convey necessary departmental information, discuss building concerns, and conduct ongoing staff teaching and development.
- Assess the needs, preferences and developmental level of the community in order to develop an appropriate curriculum and learning outcomes to be directly implemented by the Resident Assistants and the Resident Director beginning with the year’s first floor meetings. Co-manages the Integrated Learning Community in the residence hall, including regular contact and collaboration with partners in Academic Affairs, Faculty/Ministers/Administrators-in-Residence and/or the Master of the Residential College. Manages the educational conduct process for the hall and housing area, teaching resident students the community standards set forth in the University Code of Conduct and policies and training staff to respond to, document, and report incidents in which community standards are breached.
- Conduct educational conduct hearings for all alleged violations of community standards and assigns educational disciplinary sanctions in instances of student misconduct. Instructs and advises the Residence Halls Association (student government) hall board and attends weekly meetings, programs, and educational initiatives.
- Serves as the primary University staff member responsible for educating the hall or housing area on community standards, fostering community development, supporting academic engagement and the integration of academic and residential communities, and the celebration of diversity in the community.
- Educates students to be supportive of community members who are responsible for their actions and behavior toward each other, as well as toward the community in which they live. Teaches students the rationale behind policy and procedure, emphasizing the educational value of the standards to which students are held.
- Instructs parents/guardians on the educational approach taken by Fordham’s Residential Life program, serving as point of contact on student concerns. Involves the parent/guardian in the resolution of student conduct/crisis concerns when appropriate.
- Develop and facilitate individual and staff training programs, staff socials, and professional development opportunities. Some of this development will take the form of a comprehensive year-long staff development model to educate staff on health/wellness initiatives for their halls/housing areas, civility and diversity, community development, integration of academics, and Jesuit education.
- Serves as on-duty resident director on a regular basis to respond to facilities, safety, and/or crisis situations campus-wide and assists Resident Assistants-On-Duty with major incidents, questions and concerns.
- Educates students on the shared responsibility to take care of shared residence halls and housing areas. Manages housing operations including but not limited to move-in, closings and openings of the hall in coordination with educating students on and assisting with the annual room selection process and room changes, 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 educational programming budget and allocation of funds.
- 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 of relevant experience

SALARY: Commensurate with Experience
START DATE: 11/6/17
Submit letter and resume to: Kelly Sosa
ksosa@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer.