

**Clemson University  
University Housing  
Resident Director Position Description**

**Updated: December 2009**

**POSITION SUMMARY**

The Resident Director is a full-time graduate student who supervises a staff of Resident Assistants and Desk Assistants. Resident Directors develop and coordinate Housing activities and services in their community. Resident Directors work in a variety of campus communities including First-Year Experience, Living-Learning, Fraternity/Sorority, suites and apartments. Resident Directors will be challenged to foster and establish staff training and development and community building in addition to mentoring and counseling students. Resident Directors also serve as student conduct hearing officers, organization advisors, and Housing and University committee members. Resident Directors report to full-time professional Area Coordinators. This is a live-in position.

**ELIGIBILITY**

1. Applicants must be accepted in one of the University's academic programs to be eligible to receive a graduate assistant position. Preference will be given to students who have applied to and been accepted into the Master of Education – Student Affairs Program by the Graduate School application deadline – March 1<sup>st</sup>.
2. Resident Directors are expected to show reasonable progress toward obtaining their degree. Dropping to less than 9 hours in fall/spring semester must be approved by the Director of Residential Life.
3. Resident Director positions are live-in position requiring the staff member to live within a residential community.

**TERMS OF EMPLOYMENT**

1. Resident Directors are hired for a term of employment of one academic year. A Resident Director may be reappointed from year to year based on his/her past work performance and qualifications as compared to those of new applicants.
2. Resident Directors will be paid for first semester beginning with Resident Director Fall Training and Orientation and ending on the day after graduation in December and for second semester when the residence halls open in January and ending the day after graduation in May. Resident Directors are paid biweekly.
3. No graduate student is eligible to hold more than one full time (30 hours) graduate assistantship during any given semester.
4. Prior to April 15, any student who has accepted a graduate assistantship with another University department for the next year but still wishes to apply for a Resident Director position may do so. After April 15, applications received from students who have already accepted assistantships in other departments will not be considered.
5. Resident Directors who are on full assistantships may not be employed by or provide a service to another department or organization outside the University. Resident Directors are allowed to complete practicum or internship requirements for other departments on or off campus with permission of their Area Coordinator or Associate Director. Resident Directors may not use their staff accommodations as a business office for any type of commercial solicitation.

## **POSITION RESPONSIBILITIES:**

### **Staff Supervision**

#### Resident Assistants

1. Assist in the recruitment, screening and selection of candidates for Resident Assistant and Senior Resident Assistant ( as applicable) positions
2. Assist in staff training and staff development sessions
3. Conduct weekly staff meetings
4. Conduct weekly one-on-one meetings with staff members
5. Assist Area Coordinator with area staff meetings
6. Coordinate staff duty and desk schedules
7. Oversee staff daily job performance
8. Conduct formal evaluations of Resident Assistants

#### Desk Assistants

1. Recruit, screen, select, train and evaluate student Desk Assistants (where applicable)

### **Residence Education**

1. Assist in the development and implementation of the department's residential educational plan
2. Coordinate academic initiatives appropriate to hall or area
3. Collaborate with academic and student affairs partners
4. Maintain environments and communities that are conducive to academic success

### **Community Development**

1. Implement the building/area's community educational development plan
2. Assist residents in resolving roommate conflicts
3. Ensure residents' engagement to the university through programs, conversations and other appropriate programs

### **Living-Learning Communities (where applicable)**

1. Assist academic partners and staff in the implementation of living-learning communities
2. Communicate regularly with living-learning community staff and faculty
3. Work collaboratively with living-learning community staff in the selection and training of Resident Assistant staff and any living-learning staff (peer advisors/tutors)

### **Area/Hall Council**

1. Advise the Area/Hall Council for building/area
2. Promote the Area/Hall Council for building/area and the Residence Hall Association (RHA)
3. Assist in the recruitment and development of Area/Hall Council leaders
4. Support NRHH initiatives

### **Student Care and Concern**

1. Provide follow-up communication with students regarding a variety of incidents or situations including arrest, illness, hospitalizations, wellness issues or academic concerns

2. Communicate concerns and follow-up information in a timely manner to appropriate staff

## **Management and Administration**

### Desk Operations (where applicable)

1. Coordinate desk assistant schedules
2. Supervise card access and door control systems as necessary
3. Maintain a clean, orderly, and stocked desk area
4. Inventory and audit keys at the beginning of the fall semester
5. Do key box audits at appropriate times and request necessary key work
6. Monitor the temporary key process to assure safety and security of the keybox and student rooms
7. Assist in the maintenance of desk rosters and database access for desk assistants
8. Ensure time cards and other documentation is completed and processed

### Assignments

1. Supervise all check in and check-out operations at the start and end of each term in conjunction with Area Coordinator
2. Conduct the roster check or occupancy verification process
3. Assure the receipt and signature of Room Condition Forms (RCF's)
4. Assist in the room change process as needed
5. Report unauthorized room changes to your supervisor
6. Record damages in TRIUBO

### Budget

1. Track student activity and staff development funds and spending
2. Process Request for Funds and other financial paperwork

### Mail and Postings

1. Pick up residence hall mail daily from the appropriate mail location and place in the appropriate RAs mailbox for distribution and posting
2. Ensure delivery of correspondence to students from Assignments, Office of Community and Ethical Standards, New Student and Sophomore Programs and other University departments or offices

### Lounges/Kitchens/Study Rooms

1. Oversee usage of all public areas in the residence hall
2. Supervise the reserving of lounge areas by outside groups
3. Complete periodic checks of these areas to ensure cleanliness and safety
4. Recommend revision to policies governing these areas as necessary

## **Facilities – Housekeeping and Maintenance**

1. Follow up on maintenance/housekeeping requests made by students when necessary
2. Page the on-duty Residential Facilities Maintenance worker at all other hours with consultation with Area Coordinator.
3. Create/develop and maintain a working relationship with facilities staff working in your building/area

## **Safety and Security**

1. Maintain positive working relationship with security officers and Clemson University Police Officers
2. Review Security Reports daily, address concerns and forward reports to Area Coordinator within 48 hours
3. Maintain proper documentation of security and safety incidents
4. Maintain awareness of security/safety potential issues in the area and act to minimize risks immediately

### Fire Safety and Health/Safety Inspections

1. Assure inspections are conducted in accordance with inspection schedule
2. Collect documentation from area inspections and report any violations of regulations or destruction of facilities noted on inspection forms to the Area Coordinator

## **Community and Ethical Standards**

### Incident Management

1. Complete an Incident Report using Maxient when: any incident has occurred of which the Area Coordinator needs to be made aware; a violation of the student code of conduct or the University Housing contract has occurred or suspected to have occurred; a maintenance request needs further clarification; any type of damage occurs to public areas; and/or any breach of security occurs.
2. Ensure that Resident Assistants and Desk Assistants document incidents appropriately

### Student Conferences/Hearings

1. Conduct judicial hearings within guidelines set by the Office of Community and Ethical Standards, render decisions and impose sanctions
2. Complete necessary paperwork and return in timely manner

## **Crisis Response/On-call**

All Resident Directors are expected to be in their areas and available to residents on a daily basis. Individuals whose course or extra-curricular demands might interfere with reasonable availability are encouraged to reconsider employment as a Resident Director. University Housing staff reserves the right to terminate an employee for reason of insufficient availability.

**On-Call/Duty:** All Resident Directors are required to be on campus and available for move-in weekend and the weekend following move-in weekends. All Resident Directors are also required to be on campus and available the weekend of graduation and the weekend prior to graduation each semester. All Resident Directors will rotate on the on-call crisis response staff person 2-3 additional weeks throughout each semester. Duty will entail being pager and cell phone-equipped and available for a period of one week. The semester duty schedule will be set prior to the start of each semester.

**Holiday and Other Duty Times:** All Resident Directors will return to campus no more than four weeks before residence halls open in the fall. All Resident Directors must commit to work through the day after graduation each semester or until the closing process is completed for their assigned

area or building and are released by their supervisor. University Housing remains accessible during Fall, Thanksgiving, and Spring Breaks. This fact necessitates Resident Directors being on duty during these times. A Resident Director will be required to work during these holiday periods. Resident Directors will not be required to work through the winter holidays. They may, however, remain in their on-campus residence provided they will continue to work through the following spring semester.

## **REMUNERATION**

1. Stipend of \$10,000 for the fall and spring semester, paid in bi-weekly installments
2. Housing: Resident Directors are provided a rent-free, furnished apartment or suite. Only a Resident Director and his/her spouse and/or children are eligible to reside in their assigned Resident Director space. Housing is only provided during a Resident Director's term of employment. If a Resident Director is not employed through the summer, he/she is not eligible to live in staff accommodations. Utilities, phone service, satellite television and internet service are provided at no charge. Resident Directors are responsible for payment of personal long distance telephone charges.
3. Tuition Reduction: Resident Directors who are full-time (9 credit hours) students enrolled in an approved course of graduate study are eligible for a graduate assistant tuition reduction. Anyone dropping below 9 hours will lose his/her right to a fee reduction. Resident Directors whose fee reduction is withdrawn will be required to reimburse the University. The Office of Graduate Studies, E209 Martin Hall, makes judgments pertaining to these eligibility requirements. Resident Directors who are full-time (9 credit hours) students enrolled in an approved course of graduate study are also eligible to use a deferred tuition payment plan. Please refer to the Graduate Student Record for further details.
4. Professional Development: Resident Directors are provided funds, when available, for professional development activities as well as on-going professional development activities on and off campus. Encouraged to take advantage of Human Resource courses and webinars offered through department/division.