

2022-2023 Resident Director Job Description

Part-time (20 hours a week), non-benefited position with Student Housing through the California State University, Fresno Association, Inc.

Duties and Responsibilities

Primary responsibilities include, but are not limited to:

To support the educational role and personal development of the Residential Life staff:

- Work under the supervision of the Assistant Director of Housing and Residential Life and Student Conduct Coordinator (SCC) to provide accountability and development to the Residential Life Staff
- Directly supervise/manage a staff of Assistant Resident Directors, Resident Advisors, Public Safety Student Coordinator, and Public Safety Assistants (8-10 staff members per Resident Director)
- Prepare and implement fall, winter, and spring Residential Life Training on a variety of subjects
- Hold regular one-on-one meetings with Residential Life Staff to problem solve, plan, implement and continue training
- Lead weekly staff meetings to problem solve, discuss upcoming events, continue training, and staff development.
- Conduct performance evaluations for the Residential Life Staff
- Coordinate the selection process of the Residential Life Staff
- Coordinate in-service meetings and trainings for the entire Residential Life Staff
- Develop and maintain regular, open, and honest communications with the Housing Professional staff

To maintain a sense of community and an academically supportive environment by establishing limits and enforcing policies which follow university regulations and limits damage to property:

- Adjudicate cases regarding resident violations of Student Housing policies.
- Review significant discipline concerns as determined by, and in consultation with the Residential Life and Student Conduct Coordinator and the Assistant Director of Housing. Make recommendations regarding appropriate action, follow-through on all cases to the extent feasible, and keep others informed of developments.
- Take appropriate and timely action regarding student conduct issues
- Track and follow up with residents who fail to complete sanctions
- Organize and maintain accurate conduct files for all cases, within a database
- Follow all campus and Student Housing regulations, as well as state and federal laws
- Uphold and enforce all policies as outlined in the campus regulations, Housing License Agreement, RLS Manual, Employee Handbook, Resident Handbook and supplemental training materials
- Model appropriate respect for the health, safety, welfare and rights of all members living at Student Housing

Student Housing

- Maintain a living environment in which residents respect the rights of all community members
- Demonstrate a concern for all university property including buildings, furnishings and the surrounding physical area
- Communicate all maintenance and housekeeping concerns to the Facilities Coordinator in a timely fashion and follow through to assure that resident needs are addressed
- When damage or loss to property occurs, help identify the offending student or group responsible, submit charges when appropriate
- Assist in any emergency situation within Student Housing or the campus community

To promote an atmosphere that is conducive to creating an appreciation, understanding, and acceptance of individual differences and lifestyles regardless of physical abilities, race, ethnicity, sexual orientation, religion, age, gender or political affiliation:

- Hold staff accountable for providing programs that appeal to the diverse needs and interests of the population
- Address behaviors that detract from the development of a positive multicultural environment
- Serve as a positive role model of inclusiveness and acceptance, and celebrate diversity with members in the community

To provide student leadership and training opportunities:

- Assist in the recruitment and identification of Residence Hall Association (RHA) members
- Attend community-wide events sponsored by RHA
- Connect residents to campus clubs and organizations
- Assist in the recruitment of students for various on-campus leadership opportunities

To provide a sense of belonging in Student Housing and the University through educational/social programming that both challenge and support our resident's personal growth:

- Assist staff and residents in creation a positive living-learning environment.
- Assist Resident Advisor staff in assessing the needs of the residents to determine what types of programming need to occur on a month-to-month basis
- Address the academic needs of your living community on a regular basis
- Work effectively with on and off-campus groups and provide updates to staff
- Participate with residents and staff in social and educational activities, whenever possible
- Assist in the implementation of Student Housing wide programs as well as other annual community events
- Assist in University Preview Day, and other outreach events throughout the year

Provide personal support for the individual student:

- Make an effort to know and establish rapport with residents in your assigned area
- Serve as a resource about the university, its programs and services
- Intervene and assist in the resolution of interpersonal and inter-group conflicts
- Identify and work with students having social, academic or health problems and make appropriate referrals
- During Spring semester, meet with individual residents who fall below a certain GPA
- Be regularly available and visible to residents and staff (including evenings and weekends.)



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- Preserve the confidentiality of personal communications while reporting significant issues to supervisor as instructed

Duty

- In conjunction with the other Resident Directors, provide 24 hour duty coverage
- Be available by phone to respond to calls by the Residence Life Staff whether on call or not
- Respond to incidents in the residence halls that require professional intervention
- Notify proper authorities, i.e. Campus Police and supervisor on call

Office Hours

- Provide 15 – 20 office hours a week in a shared office with other Resident Directors to do general administrative tasks
- Post office hours and maintain an accurate on-line calendar

Administrative Tasks

- Meet weekly with the Residential Life Leadership team
- Meet weekly with Assistant Director of Housing and the Residential Life and Student Conduct Coordinator (two separate meetings)
- Meet with Assistant Resident Director, coordinate scheduling of staff for the hall/living area to which assigned
- Conduct Health and Safety Inspections/Fire Drills at least once a semester
- Assume other responsibilities as assigned by the Assistant Director of Housing, Residential Life and Student Conduct Coordinator, or Housing Office

Time Commitments:

- Commit to the RD position for at least one full year, starting approximately June 1, 2022, until June 30, 2023
- Attend Spring Training session tentatively scheduled on Thursday, May 12, 2022 at 10:00am (Dead Days)
- Assist with the opening and closing of Student Housing each semester
- Maintain each Wednesday from 4-6:00pm for RLS In-Service times
- Provide duty coverage for extended holiday or break periods (Thanksgiving, Winter or Spring break, etc.) as assigned
- Assist with Summer Conference program (e.g. check in's, check outs, duty, etc.)

Time Off:

- Resident Directors are permitted four (4) weekends per semester off campus (pending supervisor approval)
- Restrictions will be made for special weekends (i.e. Opening and Closing weekends, Staff training, University Preview Day, RLS group process and other weekends deemed necessary)
- Resident Directors are also permitted one personal day each month to take off during the week

Student Housing

California State University, Fresno Association, Inc.

5152 N. Barton Avenue M/S RH82, Fresno, California 93740

P 559.278.2677 F 559.278.5020 www.fresnostatehousing.org



Student Housing

Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skill, and/or ability required.

- Bachelor's Degree from a four (4) year University
- Enrolled for Fall 2022 in a master's degree, credential or equivalent program at Fresno State
- The ability to communicate in English fluently
- Basic mathematical skills
- Ability to multi-task
- The ability to make sound judgments, follow set procedures and policies in place
- Ability to evaluate policies, procedures, and undergraduate employee job performance
- Ability to lead/be a role model and supervise students in a residence hall environment
- The ability to climb three flights of steps with no elevator access. Be able to lift 10 lbs.
- Applicants must pass a background check and Livescan clearance (may be subject to random drug tests during your employment)

Compensation:

- Up to 6 units of In-State Graduate Study paid per semester (Please note that this income will be reported to the IRS for tax purposes)
- Room and Board (Furnished one-bedroom apartment with kitchenette and platinum (unlimited) meal plan)
- \$1100 monthly stipend
- Student Parking Pass for the duration of your employment (including summer session)

Filing Deadline: March 6, 2022

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Student Housing

2022-2023 Resident Director Application

Please type or print neatly:

Name: (Last) (First) (Middle)

Student ID Number: Email:

Current Address: (Street or PO Box) (Apartment #) (City) (State) (Zip Code)

Telephone: () Cell Phone: ()

Permanent Address: (Street or PO Box) (Apartment #) (City) (State) (Zip Code)

Total Number of Completed Units: Class Standing:

Fall 2021 Semester GPA: Cumulative GPA: Major:

Candidates who do not meet the 3.0 GPA requirement may not be granted an interview

Are you able to perform the essential functions of the job, either with or without reasonable accommodation?

If not, describe the functions that cannot be performed

Student Housing does not discriminate on the basis of race, religion, sex, age, physical challenge, marital status, sexual orientation or national origin in admissions, scholarship and other institutional programs and activities. We also comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.

APPLICATION QUESTIONS: Attach a typed response to the following questions.

1. List involvements/commitments/leadership positions you will have during the 2022-2023 academic year and how they might impact your Resident Director position?
 2. What are some of the significant leadership and service experiences you have had that relate to the Resident Director position? How would you apply those experiences to the role?
 3. What areas of the position do you feel you would excel in and which areas would you find the most challenging?
 4. Considering the diversity of our campus population how would you, as a Resident Director, enhance the experience for all students in our community?
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RESUME & UNOFFICIAL TRANSCRIPTS:

Attach a copy of your current resume & unofficial transcripts.

REFERENCES:

Please provide 3 letters of recommendation and please provide the following information about your references:

	Name	Phone Number	Relationship to Applicant
1. Faculty/Instructor	_____	_____	_____
2. Current/Former Supervisor	_____	_____	_____
3. Other Reference	_____	_____	_____

SIGNATURE:

In signing this application, I verify that the information I have given is correct and understand that should any information be determined to be false, I may be dismissed from the application process. I also give permission for Student Housing professional staff to verify the information contained in this application, including accessing grade reports for the semester prior to application and any semester I work for Student Housing.

Signature: _____ Date: _____

RETURN APPLICATION TO:

Student Housing
Michele Dunlap
5152 N. Barton Ave. M/S RH 82
Fresno, CA 93740-8013
micheledunlap@csufresno.edu

Application due by **March 6, 2022.**

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