

Student Affairs

University Housing and Residential Life

Resident Director

Temple University invites applicants for **Resident Director**

SUMMARY OF POSITION:

The Resident Director oversees the development and management of the comprehensive residential life program within their designated residence hall. The program is grounded in student development theory that supports the mission of the Division of Student Affairs and Temple University. The Resident Director will utilize competency-based development to directly supervise graduate and undergraduate student staff, leaders, and/or full-time administrative professional staff within their hall. The Resident Director supports the holistic development of 150 to 650 residents on Temple University's Main Campus and reports to the Assistant Director of the assigned area. The position is a full-time, 12-month, and live-in appointment. (*Resident Director, Salary Grade T23, F.L.S.A.: Exempt, Bargaining Unit: AFSCME, Date: July 2013*).

ESSENTIAL FUNCTIONS OF POSITION:

1. Coordinate and implement student development and community engagement initiatives focused on holistic development, including academic support services, transition issues, leadership development, and inclusivity.
2. Responsible for the comprehensive supervision of all professional and student staff, and leaders in the assigned hall.
3. Advise and support students concerning issues of academic success, identity and interpersonal development, and self-authorship.
4. Manage all operational aspects of assigned hall, including opening and closing, occupancy management, maintenance, health and safety inspections, damage billing, security and front desk operations.
5. Manage the hall budget, while maintaining compliancy with University procurement policies and procedures.
6. Utilize conduct and incident tracking systems to manage student behavior and communicate with university officials as required.
7. Serve in an on-call capacity and respond to student behavior issues.
8. Serve as an Administrative Hearing Officer as part of the University's Student Conduct process.
9. Oversee residence hall government to facilitate leadership opportunities for students.
10. Participate in selection, training, development, and evaluation of professional and student staff.
11. Serve on departmental committees and projects as assigned.
12. Manage the Summer Conference and/or Summer School programs in assigned area.
13. Serve as a liaison across the Temple University community and act as a referral resource for faculty, staff, students, and parents.
14. Be accountable to all Temple University policies and procedures directly affecting the unit and assure support and collective conformance to the University's Affirmative Action plans, goals, and objectives, contractual requirements and ethical practice standards establishing a secure, equal employment opportunity environment for all employees.

Note: This description incorporates most typical duties performed. It is recognized that other related duties not specifically mentioned may also be performed. The inclusion of these duties would not alter the overall evaluation of this position.

QUALIFICATIONS:**Required Qualifications-**

1. Bachelor's Degree and two academic years post-baccalaureate experience in higher education, student affairs, or academic affairs.
2. Understanding of student development theory, including demonstrated experience with student development and community engagement, supervision, crisis response, and student behavior management.
3. Demonstrate crisis management skills, including problem-solving and critical thinking.

4. Experience working with diverse populations.
5. Excellent organizational skills and the ability to work independently and efficiently.
6. Strong interpersonal, oral, and written communication skills.
7. Must live in on-campus assigned apartment for on-call responsibilities, and be able to work some evenings and weekends.

Preferred Qualifications-

1. Master's degree in Student Personnel, Higher Education, Counseling or related field.
2. Experience supervising, developing, mentoring, and motivating a diverse student staff team.
3. Experience in building collaborative partnerships with faculty, administrators, students, parents/families, and community partners.
4. Experience with student development and community engagement programming, focused on students' individual developmental needs.

BENEFITS AND COMPENSATION:

In addition to a competitive salary, professional development funds and benefits including tuition waiver options are available; moving expense, a furnished multi-unit apartment, local phone service, basic cable, parking, and meal plan throughout the academic year is provided.

COMPLIANCE STATEMENT:

In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the institution. Employees are also expected to understand and be in compliance with applicable laws, University and employment policies and regulations, including NCAA regulations for areas and departments that their essential functions cause them to interact.

HOW TO APPLY:

To apply for this position and view other opportunities, please visit our web site at <http://www.temple.edu/hr/prospective/index.html> and reference req. **1600545**. Please attach your letter of interest, résumé and three references to our online system.

If you have any questions regarding the position, please contact Shana Alston, Associate Director of Residential Life, at 215-204-4488 or at shana.alston@temple.edu or visit our website at www.temple.edu/housing. Temple University is an Affirmative Action/Equal Opportunity Employer with a strong commitment to cultural diversity.