

**FACULTY STUDENT ASSOCIATION OF
TOMPKINS CORTLAND COMMUNITY COLLEGE
Administrative**

Position Title:

Resident Director/Varsity Coach

Grade:

11

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Organizational Unit:

Faculty Student Association

Reports To:

Director of
Residence Life

Approved By:

Board of Directors

SUMMARY

The Resident Director (RD)/Coach is directly responsible for the administration, academic, and social learning environment of the residents in one or more residence halls. The RD is a member of the Student Affairs Division and reports to the Director of Residence Life. The position is a full-time, 12-month position. The RD is required to live on campus. The RD works with the Resident Assistants and staff to provide a supportive, challenging, and rewarding community environment where students can live and learn. This position is required to coach one varsity sport as assigned by the Director of Athletics.

NATURE AND SCOPE

General:

- Participates in day, evening, and weekend duty coverage; participates in some holiday coverage.
- Ensures students are compliant with the Residence Life Handbook and College policies.
- Establishes and maintains office hours to provide visibility and address resident needs and concerns.
- Develops and maintains positive relationships with both residents and student staff, which promote ongoing communication, mutual support, and respect.
- Develops and maintains effective positive relationships with all College departments (including, but not limited to, Facilities; Safety and Security; Counseling, Career and Transfer Services; Student Success; Health Services; Student Activities; Multicultural Services).
- Attends individual and group staff meetings with staff members and participates in ongoing staff development activities.
- Manages situations involving various psychological, emotional, medical, or other safety-related emergencies or incidents in the residence hall.
- Designs and implements proactive approaches to assist with developing community values and ethical standards such as respect, courtesy, and compromise.
- Supports all student issues within the building community, including interpersonal conflict, roommate mediation, student development, and resident crises, and makes appropriate referrals as necessary.
- Assists with departmental assessment, planning, and administration.
- Responsible for serving on college committees and performing other related duties as assigned.

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Student Conduct:

- Completes reports as requested.
- Inputs, reviews, and responds to information in the judicial database.
- Conducts conduct hearings and completes database entries and official documentation.

Operations:

- Assists with room selection and assignment process.
- Conducts administrative processes related to occupancy, including assigned responsibilities associated with checking in and checking out processes for students.
- Assists with hall documentation related to physical building management and inventory control, e.g., work orders, room condition reports, and log of emergency calls.
- Assists with maintaining correct records of all building keys and facilitates lock changes and key distribution.
- Conducts fire drills and safety inspections and required reporting.
- Assists with the coordination of the summer and conference housing.

Programming:

- Works with RAs, the Residence Life Staff, and College Staff to develop a wide variety of social, educational, and recreational programs for residents.
- Participates in building and campus-wide programming efforts.
- Supports the student-run Hall Council.
- Maintains accurate programming records for the hall.
- Submits programming paperwork as required by the Director of Residence Life.
- Assists in monitoring and maintaining the residence hall programming budget.

Student Personnel:

- Collaborates with the department regarding the selection, training, mentoring, recognition, and evaluation of Resident Assistants.
- Collaborates with the department regarding supervision training and evaluation of student assistants.
- Conducts regular individual and group staff meetings

SUPERVISES

6 - 8 Resident Assistants.

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Coaching:

- The Residential Director will also hold a contract for coaching/assistant coaching within Tompkins Cortland Community College FSA Athletics Department.
- Recruitment of student-athletes and development of sound fundamentals of the sport.
- Organize practice schedules, and daily practices in preparation for and during the regular season, all-conference, non-conference, and tournament games.

MINIMUM QUALIFICATIONS

Master's Degree in College Student Personnel, Counseling, Higher Education Administration, or related field; or a Bachelor's degree and residential life experience required. Experience with competing in inter-scholastic soccer.

DESIRED QUALIFICATIONS

The desired candidate will have soccer coaching experience at a competitive level and will be required to coach one varsity sport. Evening and weekend work will be required.