

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

Position Title:

Resident Director

Grade:

11

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Organizational Unit:

Faculty Student Association

Reports To:

Associate Director of
Residence Life

Approved By:

Board of Directors
02/12/2009

SUMMARY

The Resident Director (RD) 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 Life group, and reports to the Director of Residence Life. This 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.

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 the development of community values and ethical standards such as respect, courtesy, and compromise.
- Supports all student issues within the building community including interpersonal conflict, roommate mediations, 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.

Judicial:

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

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

SUPERVISES

6 - 8 Resident Assistants.

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.