Resident Director Application

JOB DESCRIPTION

Qualifications
The position of Resident Director (RD) at Middle Tennessee State University is an essential component of the Housing and Residential Life Program. RDs are MTSU students (preferably graduate students) that are selected on the basis of the following criteria: (1) previous residence hall experience (2) academic achievement (3) leadership skills (4) interpersonal effectiveness and (5) the ability to serve as a positive role model for residential students. Additionally, candidates must possess the following qualifications:

- Be enrolled as a full time student at MTSU; undergraduate, non-degree-seeking or graduate
- At time of application, possess a semester and cumulative grade point average (GPA) of 2.75 if undergraduate or non-degree-seeking, 3.0 if graduate; maintained throughout employment
- Have previous residence hall leadership, and/or supervisory experience
- Be in good standing with MTSU and Housing and Residential Life
- Pass a criminal background check conducted administered by Housing and Residential Life

Position Responsibilities
- Position responsibilities may include, but are not limited to:
  - Managing 24 hour desk(s)
  - Supervising student staff
  - Advising area government
  - Participating in on call duty rotation, to include some weekends and holidays
  - Crisis intervention
  - Peer counseling
  - Facilitating the involvement of residents on campus and in-hall activities
  - Attend professional development staff meetings in the fall and spring semesters (time and location will be determined at a later date)

Compensation
- A furnished apartment including all utilities, cable, and local telephone service.
- A stipend of $6500 for undergraduate/non-degree-seeking students and $7000 for graduate students, dispersed in ten (10) equal payments.
- RD’s receive instruction concerning the various facets of their position, opportunities for personal development not available to the general student population, and practical work experience to support their efforts to gain full-time employment upon their graduation or departure from MTSU.

Application Requirements
- Please return the following to KUC 303 to submit your completed Resident Director application. Note, your application will not be considered complete until all of the following materials have been submitted:
  - Resident Director Application
  - Resume
  - Contact information for 3 Reference (Name, Email, Phone Number, Address, Relation to Applicant)
Personal Information

Full Name:_______________________________________________  Date of application:__________________________

Gender:  Male    Female  Date of Birth____________________ M Number_________________________________

Email address _____________________________________________  Cell Phone_______________________________

Current Local Address
_____________________________  (Residence Hall/Room #) –or– (Street) (City) (Zip Code)

Summer Address (if different from current)
_____________________________  (Street) (City) (Zip Code)

Applying for a position that begins:  Spring__________  Fall___________  Summer_____________

Including this semester, how many semesters have you lived on campus?_________________________________

Educational Information

Major(s)_________________________________________  Anticipated Graduation Date___________________________

Classification (circle one)  FR  SO  JR  SR  NDS  GRAD

Semester GPA:___________ (A 2.75 GPA is required for undergraduate/non-degree-seeking and 3.0 for graduate at time of application)

Cumulative GPA:___________ (A 2.75 GPA is required for undergraduate/non-degree-seeking and 3.0 for graduate at time of application)

Have you attended another college/university besides MTSU?  Yes  No

College/University Dates Attended_____________________________________________________________

Additional Information

Have you ever been documented for a policy violation at MTSU?  Yes  No

If yes, please explain__________________________________________________________

Have you ever worked for Housing and Residential Life?  Yes  No

If yes, in what capacity_________________________________________________________

Have you ever been convicted of, or pleaded nolo contendere to, a misdemeanor or felony?  Yes  No

If yes, please explain__________________________________________________________
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Involvement

Please list any activities or commitments you anticipate being involved in while employed as a Resident Director.

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

How did you hear about the Resident Director position?

<table>
<thead>
<tr>
<th>Word of mouth</th>
<th>Social Media</th>
<th>Advertisement</th>
<th>Friend</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTSU Staff member</td>
<td>Current RD</td>
<td>Area Coordinator</td>
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Other____________________________________________________________________________

I understand that all documents relative to this application including, but not limited to, signed references and staff evaluations are confidential. I further understand that I will not have the opportunity to personally review these documents. However, I may meet with a member of the selection committee to get feedback. This procedure is in compliance with the Family Education Rights and Privacy Act of 1974. I understand that my signature below authorizes Housing and Residential Life to review my disciplinary, academic, and criminal records. I understand that at the time an offer of employment is extended; staffing vacancies may not be available in all areas. The opportunity to preference a staffing assignment is offered, but there is no guarantee the preference may be accommodated. In addition, initial assignments at the time of hire are made conditionally based upon the current information available to the organization and may be altered due to a change in academic standing and/or a change in staffing requirements.

____________________  __________________________
Signature                   Date

It is the policy of Middle Tennessee State University to provide employment, training, compensation, promotion, and other conditions of employment based on qualifications, without regard to race, color, national origin, religion, sex, age, veteran status, or disability.