

Resident Director Guidelines of Employment

Fall 2023 – Spring 2024

The following guidelines have been created to be as transparent as possible about the conditions of employment and expectations for the MTSU Housing and Residential Life Resident Director (RD) position. It is imperative that these conditions and expectations are read and understood in order to maintain employment as a Resident Director. Failure to abide by the following conditions and expectations may result in probationary status or termination of the RD position. RDs will be required to sign a Statement of Understanding prior to each contracted period of employment. This document will be reviewed and updated, as needed. Any changes made during a period of employment, after the document has been signed, will be communicated to the RDs through their Area Coordinator or the Associate Director of Residence Life.

I. Period of Employment and Time Commitment

- a. RDs are employed for a preferred period of 10 months, beginning on the first business day of August and ending on the last business day of May. May be extended to 12 months per RD availability and Housing and Residential Life need.
 - b. The RD position requires on average 25-hour per week commitment.
 - i. Roughly 15 hours of office hours
 - ii. Roughly 5 hours for meetings
 - iii. Roughly 5 hours for Duty Calls
 - c. To ensure successful work performance and availability, commitments beyond the RD Position (student teaching, internships, off-campus jobs, on-campus jobs, student leadership positions, and etc) must have prior approval by the supervising Area Coordinator.
 - d. Peak work periods require additional work hours, especially during the Opening and Closing of the halls during each semester. These are considered All-In Staff Availability and will require availability of the hall's staff prior to and following Openings and Closings to assist the Department's with completing any tasks related to check-in, check-out, and building/area closing procedures.
 - e. To provide accessibility, availability, and security to the residents, RDs are required to submit an Out of Area request to their supervising Area Coordinator prior to the night requested. Area Coordinator and Resident Director cannot be out of area on the same night or weekend.
 - f. RDs are required to check their RD Mailbox in KUC 303 and MTSU Email each weekday and respond, as needed.
 - g. RDs are required to attend Department Staff Meetings, Area Staff Meetings, and one-on-one meetings with their supervisor. All meetings will be based on staff members' academic schedules and will be set at the beginning of each semester.
- II. See Training Section and Staff Duty section for time commitments related to those requirements.

III. Compensation

- a. Due to the requirement of RDs to live in the residence area they are assigned, **a free, furnished apartment will** be provided within said area. Laundry machines are provided for free in area, along with full utility coverage by the department. All RDs receive their assigned apartment as a benefit to the position. The value of the room is not taxable income and is not subject to income tax withholding. This benefit is provided as a condition of employment. While the apartment will still be afforded during closings, breaks, and holidays, it may not be afforded if made unavailable due to emergencies or other unplanned disruptions. The benefit will also not be made available upon a resignation or termination of the RD position.
- b. **Monthly Stipend** as stated in the RD Contract.
- c. To ease RDs access to their assigned residential area and access to other areas during On Call situations, RDs will receive **a parking pass with a Housing Parking Sticker** in order to be able to park in all reserved Housing Spaces on campus.
- d. **A semesterly scholarship of \$2,000 dollars** will be awarded each Academic Semester of employment.

IV. Training

- a. RDs are required to attend and actively participate in the following training and professional development activities:
 - i. RA Orientation
 - ii. August RD Training
 - iii. August All Staff Training
 - iv. January RD Training
 - v. January All Staff Training
 - vi. Area Staff Meetings
 - vii. Department Staff Meetings
 - viii. Area Coordinator/RD One-on-One meetings
 - ix. Periodic Professional and Leadership development sessions
 - x. Programming Council Meetings
- b. Meals and/or meal stipends will be provided during August and January Training periods for Breakfast, Lunch, and some dinners.

V. Staff Duty

- a. Each RD is required to provide on duty coverage to the residential campus. The number of duty nights required per RD will vary by Departmental need.
- b. Failure to serve on duty when scheduled may result in termination.
- c. Duty Hours are from:
 - i. 4:30pm-8am on Weekdays – Sunday night through Friday Morning
 - ii. 24 Hours on Weekdays – Friday at 4:30p to Sunday at 4:30p
- d. RDs are required to respond to Duty Calls regarding maintenance issues, escalated roommate issues, and desk issues
- e. Additional duty assignments may be required at other times (tornado warnings, fire alarms, emergencies, etc)
- f. RDs must complete Incident Reports and Duty Reports in a timely and accurate manner as directed by professional staff and Housing policy.
- g. RDs not on duty are expected to report incidents or situations which they observe or are reported to them to the appropriate staff, regardless of if it is in their assigned area or not.

VI. Position Expectations

- a. Housing and Residential Life RDs must abide by all Housing Policies.
- b. RDs are expected to complete and pass a background check and complete all HR Paperwork before their first date of employment.
- c. RDs must successfully perform the requirements of the position as documented in the RD Position Description, RD Expectations, and RD Manual.
- d. RDs must abide by the expectations set forth by the AC of their Area, the AC On Call, the Associate Director of Residence Life, and the Director of Housing and Residential Life.

VII. Key Usage

- a. Access to room keys and Housing ID Access are issued for the sole purpose of performing work and/or services of Housing and Residential Life in the Housing Areas.
- b. A room key may not be loaned to anyone other than the occupant(s) of that room.
- c. RDs are required to receive authorization from their Area Coordinator before entering any student room without the student present. RDs are also required to have a fellow staff member accompany them when keying into any student room.
- d. Housing ID Access should only be used to access floors or buildings other than their own when performing duties of a Housing Staff Member.
- e. Any misuse of keys may result in termination from the Resident Director position.

VIII. Rehiring Process

- a. All Resident Directors must submit their intent to return to their position or to leave their position yearly at the request of the Associate Director of Residence Life.
- b. Resident Director Evaluations from their supervisor will be taken into account as consideration for their return.
- c. Additional factors for consideration are the RDs academic status and disciplinary status at the University.

IX. Terminations and Resignations

- a. Job reprimands, up to and including termination, may result at any time due to an RD's misconduct or failure to abide by any stated expectations or policies.
- b. RDs who are terminated or resign will not be eligible to stay in their assigned apartment upon the completion or dismissal of their contract.
- c. RDs who plan to resign should provide the Area Coordinator with a minimum of a two-week notice.
- d. RDs who resign or are terminated must make all necessary arrangements to begin to pay for room and board. However, if there are no available spaces on campus, the student must plan for their own off-campus housing.

X. MTSU and Housing Policy

- a. All RDs are expected to abide by all federal, state, and local laws; abide by all rules and regulations of MTSU, Student Affairs, and Housing and Residential Life, including, but not limited to, the Housing Contract, Student Code of Conduct, RD Work Agreement, and all RD expectations
- b. Academic Standards
 - i. RDs must maintain a 3.0 or better cumulative and semester GPA at MTSU in order to be hired, remain an RD, and in order to be rehired.

- ii. RDs must be registered, full-time students at the University. Approval from Associate Director of Residence Life must be granted prior to dropping below full-time status.
- c. Use of Alcohol and Tobacco Products
 - i. MTSU is a Tobacco and Alcohol-Free Campus
 - ii. No matter the RDs age, RDs should never have alcohol or tobacco products on their person or in their room.
- d. Online Trainings
 - i. RDs must complete all assigned Online Training and abide by the policies set forth by the University and Housing and Residential Life.
- e. Candidates for the RD position must be in good standing with the Housing and Residential Life department and remain in good standing during their period of employment.
- f. Candidates for the RD position must be in good financial and disciplinary standing with the University and remain so during their period of employment. This includes all standards set by the Student Code of Conduct.
- g. The academic, financial, and conduct-related standing of RDs will be checked at the end of each semester and as needed throughout the year by professional staff of the Housing and Residential Life Department to ensure compliance with the above guidelines.

By signing the Statement of Understanding, I acknowledge that I understand the above guidelines and agree to abide by them all. Failure to adhere to these minimum expectations may result in job reprimands including termination from the Resident Assistant position.