

Resident Director Position Description

Fall 2023 – Spring 2024

Overview:

A Resident Director (RD) is a paraprofessional staff member that is an essential component of the Housing and Residential Life Program at MTSU. RDs are MTSU 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. RDs play a critical role in the hiring and supervision of student staff, overseeing of the area Programming Council, and serving as on-duty personnel.

Roles and Responsibilities:

Community Development

- Availability and accessibility to staff and residents
- Enhancing the student learning experience through attendance of area events
- Advising Programming Council participants with a balance of challenge and support
- Building appropriate relationships with residents throughout the area
- Maintaining knowledge about and promoting upcoming events
- Taking an active role in advancing the Living Learning Communities within their assigned area

Supervision

- Exhibits knowledge about area desk operations
- Remaining fair and consistent when supervising employees
- Appropriately addressing employee issues and concerns using appropriate paperwork
- Keeping the supervisor informed of disciplinary issues and concerns
- Working with employees to establish personalized goals and monitoring their progress
- Providing regular feedback to employees
- Providing a formal evaluation at the end of fall and spring semesters for each employee
- Ensuring all policies and procedures are completed and enforced at the desk

Professionalism

- Keeping open and regular communication with the supervising AC
- Practicing professionalism is all written and verbal communication
- Attending professional development opportunities
- Supporting the department through work on committees and/or collateral assignments
- Maintaining a neat and appropriate office and desk area
- Asking questions as needed

On Call

- Consistently on time for all on call shifts and responsibilities
- Accurately submitting on call log emails in a timely manner
- Appropriately requesting and documenting on call changes
- Enforcing policies in a fair and consistent manner
- Appropriately confronting and documenting all incidents or policy violations
- Notifying the appropriate on call personnel when situations arise
- Following protocol and using sound judgement when responding to incidents

Ethical Behavior and Modeling

- Maintaining privacy and confidentiality as required by department, university, local, state, and federal policy and law
- Displaying a positive attitude about the area, the department, and the university.
- Displaying appropriate attention to academics
- Participating in positive role modeling for the MTSU community

Administrative

- Consistently on time for all meetings and appointments
- Completing assigned tasks in a timely manner
- Responding to email, office phone, and mailbox messages promptly
- Maintaining productivity during scheduled office hours
- Participating in the opening and closing of the area
- Following emergency protocol when necessary
- Maintaining and distributing a complete desk schedule to all employees and the supervising Area Coordinator in a timely manner

Interpersonal Skills

- Building and maintaining rapport with all staff members
- Collaborating in an equitable manner with the team
- Supporting all team members
- Actively participating in team building activities
- Giving clear, concise, and constructive feedback to peers
- Taking personal responsibility in promoting a positive team dynamic

Requirements and Compensation:

Requirements for Applicants

- Must be enrolled as full-time student at MTSU; graduate, undergraduate, or non-degree seeking
- Must possess and maintain a semester and cumulative GPA of 2.75 if undergraduate or non-degree seeking, 3.0 if graduate
- Have previous residence hall leadership, and/or supervisory experience
- Be in good standing with MTSU and Housing and Residential Life
- Must pass a criminal background check administered by Housing and Residential Life
- Must go through entire interview process including application, resume, references, and interview
- Must attend both Fall and Spring Training and be present for Fall and Spring Opening and Closing

Supervision and Job Requirements

- Will report directly to the Area Coordinator in their respective area and will be subject to the supervision of the Housing Central Staff.
- Must participate in assigned "on call" hours each week and occasional weekends, must remain on campus while on call, and are required to make themselves available to residents, Desk Assistants, and/or staff members as directed.
- Required to advise the assigned Area Programming Council
- Required to supervise and coordinate Desk Assistants and Desk Schedule, and maintain and manage area front desk.
- Required to assist in staffing campus during Fall Break, Thanksgiving, Spring Break, and university holidays/closures, as needed.
- Required to attend all pre-service training sessions, staff development programs, and staff meetings as directed.

Compensation

- A furnished apartment including all utilities and laundry service within apartment or area.
- A stipend of \$8,000, dispersed in ten (10) equal payments.
- A scholarship provided of \$2,000 per semester, for a total of \$4,000 for the academic year.
- A Housing Parking Sticker for parking accessibility on campus and in area.
- Comprehensive instruction concerning the various facets of the position, opportunities for professional development that are not available to the general student population, and practical and applicable work experience to support efforts to gain full-time employment upon graduation or departure from MTSU

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