

**Residence Director**  
Student Life  
Full Time - 12 Months  
Exempt

**The Residence Director(RD) - North Campus - 2** works to establish positive working relationships with a wide variety of students, staff, and faculty members of the Roberts community and must be committed to enhancing the student experience; embracing, promoting and modeling diversity; and to the growth and development of students. The RD is responsible for the supervision, management, programming, and operations of the first-year residence halls. Residence Directors also have additional programming duties as assigned by their supervisor. This position will oversee approximately 200 beds and 9-12 Resident Advisors. The RD lives in a designated on-campus residence. The position requires regular evening and weekend work and participation in the campus on-call rotation.

**LEADERSHIP AND COMMUNITY DEVELOPMENT**

- Serve as the main contact for student care issues within assigned residence hall(s), including working with students, families, and campus partners. Develop relationships with at-risk students in the halls and provide ongoing support and liaise with the Dean of Students' office.
- Provide leadership and support for Residence Life initiatives, responding to resident student needs, and coordinating programming that promotes department goals and student success.
- Maintain high visibility and accessibility on campus, as well as being involved in student and campus activities.
- Supervise a team of Resident Advisors, including holding regular one-on-one meetings and team meetings.
- With the Resident Director team, facilitate Resident Advisor recruitment, selection, training, and development opportunities.
- Work collaboratively to enhance academic excellence, spiritual growth, student wellness, and service to others.
- Maintain regularly scheduled office hours (including some evening availability) and be available to students.
- Provide written reports, summaries and assessments as requested by Residence Life and/or Student Affairs.
- Participate in University committees as assigned.

**STUDENT SAFETY AND WELFARE**

- Communicate student concerns, building maintenance issues and matters of safety or security to the appropriate representatives.

- Work with Campus Safety and other departments on campus to respond to emergency situations related to students.
- Serve as RD on call on designated rotation being available to assist with conflict resolution and crisis management for the campus.
- Communicate and clarify institutional expectations and behavior standards.
- Be knowledgeable and enforce all campus policies. Manage and conduct caseload and adjudicate up to mid-level student conduct violations.
- Conduct regular health and safety inspections.

### **RESIDENCE LIFE AND HOUSING OPERATIONS**

- Coordinate educational and social activities for resident students.
- Exercise fiscal management in assigned budgets.
- Assist with room assignments, room changes, reporting, managing vacancies, check-in, and check-out processes.
- Attend residence life department meetings and student development team meetings.

**Qualifications:** Master's Degree in Student Personnel, Higher Education Administration, or related field required. Residence Hall staff experience is strongly preferred. A successful candidate will be able to demonstrate cultural competence and must value the principles of diversity and equity.

***Strong Internal Candidate Identified.***

**Application process:** A completed application is required and can be accessed via the Employment link at [www.roberts.edu/employment/](http://www.roberts.edu/employment/) Direct questions to:

**E-mail:** [humanresources@roberts.edu](mailto:humanresources@roberts.edu)

Office of Human Resources  
 Roberts Wesleyan University  
 2301 Westside Drive  
 Rochester, NY 14624-1997  
 Telephone: 585.594.6260  
 Fax: 585.594.6976

*RWU and NES comply with all applicable non-discrimination laws and are committed to the enhancement of human dignity and workplace diversity.*