



NAISMITH HALL

## **Bromley Companies Job Description**

Title of Position: Resident Director  
Supervisor: General Manager  
Dept./Div: Administration  
Date Prepared/Revised: Dec.2018  
Exempt/Non-Exempt: NE  
File Name: AY2019-2020 Resident Director Job Description

### **I. JOB SUMMARY**

The Resident Director (RD) is responsible for the overall operation of living area housing in Naismith Hall. Reporting to General Manager (GM), the RD has responsibilities in student development, Naismith Hall Student Council advising, general administration, and maintenance and facility administration. In addition, the RD has an integral role in the selection, training, supervision and evaluation of Resident Advisors (RAs). The RD is a principal student leadership position within Naismith Hall and is required to support and embrace the value of customer service as s/he interacts with students and staff on a daily basis.

### **II. APPOINTMENT TERM**

The appointment term RD position is the ten-month period encompassing the Academic Year, approximately August 1 – May 31 the following year. The RD will be required to arrive at least three weeks prior to the commencement of the Academic year to participate in the training program for the new and returning Resident Advisors.

### **III. ACADEMIC STANDING AND DEPARTMENT**

The Resident Director must be in good academic standing at the University of Kansas throughout the period of appointment; maintaining a cumulative 2.75 G.P.A. The Resident Director must set an example for residents as to proper behavior and compliance with the rules and regulations established by Naismith Hall and with University of Kansas policies and regulations. Violations of any rules, policies, or regulations can result in termination of employment without notice.

### **IV. DUTIES**

#### **A. Community Development**

1. Knows, understands, and adheres to all Naismith Hall and University's students' policies and regulations, and sets an example by his/her own behavior.

2. Advises, mediates, and confers when asked to do so, and responds appropriately to confidential matters. Is familiar with local referral sources when appropriate.
3. Works to prevent crisis situations and responds appropriately in accordance with confidential matters, and becomes familiar with referral sources and refers students to them when appropriate.
4. Develops a sense of community by encouraging residents to become acquainted with one another and by encouraging consideration of and concern for others.
5. Works to identify and solve problem situations in the residence hall including roommate conflicts, personal problems, and emergencies using roommate agreements.
6. Helps maintain an atmosphere in Naismith Hall conducive to studying, sleeping, and socializing.
7. Confronts inappropriate behavior and documents incidents and information as appropriate.

#### B. Programming

1. Coordinates and implements programs and activities in Naismith Hall.
2. Identifies programming needs of the residents living in Naismith Hall.
3. Participates in both planned and spontaneous activities in Naismith Hall.
4. Encourages residents to participate in Residence Life and University events.

#### C. General Administration

1. Attends all training opportunities and university housing staff meetings.
2. Facilitates staff meetings and training as appropriate for the residence life staff.
3. Distributes and collects information to and from students and RAs in a timely manner. This includes but is not limited to: evaluations, disciplinary letters, occupancy information, Room Condition Reports, Roommate Agreements, surveys, etc.
4. Provides input into decisions regarding policies, procedures, programs, and facilities.
5. Assists with the check-in and check-out procedures and the room assignment and room change processes.

#### D. Housekeeping and Maintenance

1. Carries out the procedure for key checkouts and lockouts as established.
2. Helps maintain a safe and secure environment that is conducive to student growth and development. This includes being aware of and reporting any maintenance concerns.

3. Is aware of and follows departmental procedures for reporting housekeeping and maintenance problems.
4. Communicates with building housekeepers and residence life staff concerning housekeeping issues.
5. Investigates any damage to the building and reports it to the General Manager's Office immediately.
6. Walks through the building on a regular basis to identify any physical plant or maintenance concerns.
7. Communicates with the appropriate staff regarding the maintenance of the computers in the computing lab.

#### E. Staff Responsibilities

1. Works cooperatively as a part of a team of staff members responsible for the building.
2. Serves as a leader and a mentor to the residence life staff.
3. Supports, advises, leads and in some cases directs the residence life staff team members in order to assure that performance expectations are being met.
4. Confers with the General Manager when a staff member is not meeting position expectations, implements the action plan developed with the help of the General Manager and informs the General Manager of future performance in the area of concern.
5. Supports staff decisions and assists in disciplinary actions.
6. Coordinates time off with General Manager.
7. Attends all staff meetings and functions.
8. Participates in the selection, training and evaluation of residence life staff.
9. Assumes other responsibilities as deemed necessary by the General Manager.

## V. SKILLS

### A. Interpersonal

The RD must have good written and oral communication skills. S/he must be able to work as an integral part of the Naismith Management Team as well as use interpersonal skills to interact with other departments throughout the company.

### B. Cognitive

The RD must be able to manage multiple tasks, to prioritize duties and to take initiative in developing effective means of handling items within his/her own job.

### C. Physical

This position is moderately stressful and may become more so during particular busy times of the year.

## **VI. WORK ENVIRONMENT**

### A. Conditions

1. Typical office setting in a non-smoking temperature controlled workspace.
2. The RD is expected to live in the residence hall and should expect to be called upon/paged during the evening hours from time to time to deal with problems that may arise that are outside the scope of the Night Director's (Resident Advisor's) training. The RD should also plan on having to be available on weekend days, as experience has shown this time to be essential for meeting with residents and parents.
3. Naismith Hall is operated on the standard University of Kansas Undergraduate calendar. The RD is not permitted to leave early for any school holidays or building closings.

### B. Equipment

The RD will routinely utilize the following: computer, telephone, cell phone/pager, copy machine, and printer.

## **VII. POSITION REQUIREMENTS**

### A. Education

Must be in good academic standing at the University of Kansas throughout the period of appointment.

### B. Qualifications

- Good written and oral communication skills
- Demonstrated leadership skills
- Good organizational skills
- Willingness to accept responsibilities
- Possess an appreciation for differing viewpoints
- Interest in working with students
- Previous supervisory experience helpful