**Resident Director**

**Please see Special Instructions for more details.**

When applying you will be required to attach the following electronic documents: 1) A resume/CV; and 2) A cover letter indicating how your qualifications and experience have prepared you for this position. You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process. For additional information please contact: Pamela Altmaier at pamela.altmaier@oregonstat.edu or by phone 541-737-6134 OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. The anticipated starting salary will be $29,000 - $32,000 per year. This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement.

**Position Details**

**Position Information**

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| **Department** | Univ Housing and Dining (MHD) |
| **Position Title** | Coordinator-Resident Director |
| **Job Title** | Resident Director |
| **Appointment Type** | Administrative/Professional Faculty |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 100 |
| **Appointment Basis** | 12 |
| **Faculty Status** | Regular |
| **Tenure Status** | Fixed-Term |
| **Pay Method** | Salary |
| **Recommended Full-Time Salary Range** | $27,396-$46,488 |
| **Position Summary** | University Housing and Dining (UHDS) is seeking 2-4 Resident Directors. This is a full-time 1.0 FTE 12-month, fixed term professional faculty position. Reappointment is at the discretion of the Director.  Resident Directors (RDs) are employees of Residential Education, a unit of University Housing & Dining Services (UHDS). Supervised by an Area Director, the RD is a 12-month, live-in professional responsible for the overall administration of one or more residence halls housing 200-550 students. The Resident Director plays an integral role in engaging students to enrich their lives to help residents thrive academically, personally, and socially, as well as find a connection to the institution. The Resident Director supervises primarily undergraduate students in creating safe, educational, caring, and inclusive communities.  Residential Education Staff are committed to improving health, creating transformative learning environments, and equalizing success for all of our residential students. The values of the department as a whole include trust and respect, community, shared leadership, authentic relationships, creativity and innovation, and stewardship.  UHDS’ vision is to engage our students, enrich their lives and help them thrive. UHDS strives to provide students, faculty, staff, and guests with safe, economical, convenient, and comfortable living and dining options, and the department works to maintain the highest educational and service standards. On the Corvallis Campus UHDS houses 5,000 students and offers a variety of living and dining options in 15 residence halls, three dining centers, two coffee shops, a market, and apartments. UHDS operates the Housing & Dining program at OSU-Cascades, and is developing student housing at the Hatfield Marine Science Center in Newport. UHDS is an auxiliary enterprise and is funded solely by customers who use our services — we receive no State or General fund allocation. UHDS is committed to an appreciation for diversity, and fosters an open, respectful and enjoyable living, learning and working environment.  Personal and professional commitments to providing excellent customer service and creating inclusive environments are core values of UHDS. This position will adhere to all OSU and UHDS policies and procedures, and applicable laws both on and off campus. |
| **Position Duties** | 20% Supervision Resident Directors have the opportunity to provide job supervision to 6-14 Resident Assistants (RAs).  In regards to supervision, RDs will – Participate in the recruitment, selection, and training of student staff members for the department and their respective community – Direct staff in the context of the department culture and the contractual and stated goals of the respective position – Design and implement quarterly training sessions as well as on-going training and development for student staff members throughout the academic year – Communicate performance standards to student staff and provide evaluations in a manner that is consistent with department and university timelines – Complete, properly document, and follow up on any performance improvement requirements, up to and including dismissal, and address grievances  20% Community Development and Advising Resident Directors will direct staff in creating safe environments that embrace the diverse collection of thoughts, perspectives, beliefs, ideals, and lived experiences of individuals within a residence hall setting of 200-550 students. RDs will advise community leadership groups and support opportunities for those groups to be influential student organizations within the community and the campus.  For Community Development, RDs will - Develop and implement a community development plan in alignment with the department’s Resident Education Framework – Facilitate and provide a variety of social, educational, leadership, and involvement programs – Serve as a resource and referral agent for students’ development needs  – Promote the values of social justice  – Support and meet the needs of all traditionally underrepresented student(s) (e.g., international, Muslim, LGBT students) and assist student staff to do the same  – Manage community and staff development budgets and comply with department and University purchasing guidelines – Manage and promote the respective special interest and living learning communities within their respective residence hall  In regards to Advising, RDs will – Provide leadership to the Community Relations Facilitator (CRF) and Academic Learning Assistant (ALA) within their community – Recruit student leaders to represent their peers to community, departmental, campus leadership – Promote the value of personal and professional development (including but not limited to: communication, leadership, ethics, and diversity)  20% Administration  Residents Directors serve the Residential Education unit beyond the responsibility of their individual communities. RDs also share leadership and responsibility with the other units within UHDS to provide support and a number of services to students so that they can thrive.  In regards to Residential Education responsibilities, RDs will – Participate and possibly chair department committees and work groups – Represent Residential Education and UHDS at university programs and events – Assist in the recruitment, selection, and training of professional and paraprofessional staff – Respond in a timely manner to email, phone calls, and other types of communication – Utilize computer skills and technology to accomplish job responsibilities – Perform other duties as they arise or are assigned – Manage organizational budgets and comply with department and University purchasing guidelines  In regards to collaboration with other units within the department, RDs will – Assist in the recruitment of new students and the retention of current students – Implement assessment plans to assess the desired objectives, learning outcomes and goals for the department – Educate and work with students and staff on maintenance and occupancy processes  – Manage the opening and closing processes for their respective community – Follow all protocols related to inventory, damage, billing, keys, fire safety, and building security  20% Student Conduct Resident Directors serve as a conduct officer for Residential Education, exercising judicious leadership while recognizing and protecting students’ rights and responsibilities. RDs will work collaboratively with department and campus partners to uphold the Code of Student Conduct.  RDs will – Educate the community about university policies and regulations – Identify potential violations of codes, policies, and regulations – Document potential violations – Administer student conduct meetings and apply appropriate, educational sanctions when students are found in violation of codes, policies, and/or regulations  10% Academic Initiatives Resident Directors collaborate with University, departmental, and community partners to promote academic success in the residential community. They will utilize benchmarking data, departmental, divisional, and institutional strategic plans and missions to create a living environment that infuses learning into the student’s every day activities.  RDs will – Identify and promote living learning programs  – Collaborate with living learning faculty in community development and academically-based events – Train staff on how to enhance the academic environment within the community  10% Crisis Management and Conflict Resolution Resident Directors participate in a campus-wide duty system during the summer sessions, which provides rotating coverage for a 5,000 bed residence hall community and 100-unit family housing complex. On and off-duty, RDs manage crisis and conflict within the campus community as it arises.  RDs will – Mediate or facilitate conversations between conflicting parties in a way that preserves individual dignity, protects individual and community rights, and fosters learning and development – Educate on resources, strategies, and resolution options for those who are in conflict – Participate in community and crisis management by identifying and responding to potential and active risks – Inform students of expected behavior and actions during crises – Participate in meetings, planning sessions, and simulations aimed at preventing and preparing problematic incidents |
| **Minimum/Required Qualifications** | - Bachelor’s degree and one year of experience working within Student Affairs as a professional or paraprofessional - Demonstrated ability to manage priorities and tasks - Demonstrated ability to establish and maintain partnerships with university staff and faculty - Demonstrated ability to plan and implement programs - Ability to demonstrate personal support of a diverse living, learning, and work environment - Demonstrated knowledge and/or experience required to manage crisis response - This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OAR 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement |
| **Preferred (Special) Qualifications** | - Master’s degree in College Student Services, Educational Leadership, or related field - Two or more years of post-Bachelor’s professional experience in a student affairs field - Ability to foster an environment for a staff that encourages high level of student service - Demonstrated staff supervision skills - Ability to create and maintain successful academic environments - Demonstrated experience of holding students and/ or student staff accountable  - Ability to foster the development of students or groups of students through student group or organization advisement - Demonstrated ability to communicate clearly and effectively both orally and in written form - Prior conduct experience, including but not limited to the adjudication and sanctioning of cases - Basic competence with technology (e-mail, word processing, social media websites, spreadsheets, and databases) |
| **Working Conditions / Work Schedule** | The RD position is in the PR5, Grade 1 job classification with a salary range of $27,396 -$46,488 per year. The anticipated starting salary will be $29,000 – $32,000 per year. Because of the nature of the position and the need to respond frequently and quickly to incidents across campus, a furnished apartment and meal plan are provided to the employee as a convenience to the department and institution. Pets are allowed with certain limitations. This position often works irregular hours and requires frequent night and weekend work. |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | Yes |

**Posting Detail Information**

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| **Posting Number** | P01915UF |
| **Number of Vacancies** | 2-4 |
| **Anticipated Appointment Begin Date** | 07/02/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 02/12/2018 |
| **Full Consideration Date** |  |
| **Closing Date** | 03/19/2018 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** | When applying you will be required to attach the following electronic documents:  1) A resume/CV; and  2) A cover letter indicating how your qualifications and experience have prepared you for this position.  You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.  For additional information please contact:  Pamela Altmaier at pamela.altmaier@oregonstat.edu or by phone 541-737-6134  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  The anticipated starting salary will be $29,000 – $32,000 per year.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**

1. Other Document 1 (see Special Instructions)