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| **RESIDENT DIRECTOR** |
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| **This posting will be used to recruit for several positions.**     As a UW employee, you have a unique opportunity to change lives on our campuses, in our state and around the world. UW employees offer their boundless energy, creative problem-solving skills and dedication to build stronger minds and a healthier world.   UW staff enjoy outstanding benefits, professional growth opportunities and unique resources in an environment noted for diversity, intellectual excitement, artistic pursuits and natural beauty. All of which has allowed the UW to be nationally recognized as a “Great College to Work For” for six consecutive years.   Housing & Food Services (HFS) will become an organization that prioritizes inclusive workplace communities, centered on belonging and opportunity for all staff. We must accept responsibility to identify and interrupt biases, privilege, barriers, and power dynamics. All HFS staff will challenge ourselves to engage in open dialogue, active listening, and empathetic learning.   The **Resident Director** assumes a major leadership role in fostering a sense of community within the residential facilities through the use of student development theory and building operations management.  The Resident Director has overall responsibility for developing and administering a comprehensive residential life program that achieves the goals of Housing & Food Services and Residential Life.  The Resident Director should demonstrate an understanding of issues impacting diverse populations and support the development of inclusive communities.   A successful candidate will demonstrate intentionality and proficiency, solid problem solving and administrative skills, effective methods for managing and coaching large and diverse populations of college students, and an eagerness to support and assist in the leadership of delivering the mission, goals, values and culture of Residential Life, Housing & Food Services, and the University of Washington.    **RESPONSIBILITIES   Supervision**  • Leads a staff of 5-17 undergraduate student staff (Resident Advisers [RAs] and an undergraduate Assistant Resident Director [ARD]) in developing communities for and responding to the needs of 300-800 residents.  • Monitors RA and ARD job performance.  • Provides recognition for staff job performance; implements the Departmental performance management process to address performance concerns.  • Participates in the Departmental processes designed to effectively select, orient, and train student staff.  • Plans and implements in-service activities that serve as on-the-job training and that promote opportunities for personal growth and development for a diverse paraprofessional student staff team.  • Participates in instructing the Spring Quarter Resident Adviser Training course, including facilitating a class section.   **Advising Student Groups**  • Serves as primary or supervising (to ARD) advisor to students involved in Hall Council or other Departmental student groups.  • Promotes collaboration between Hall Council leaders and the RA staff.  • Participates in student leadership-development trainings, round table discussions and assessments.   **Building Operations Management**  • Consults and works in collaboration with custodial, facilities maintenance, desk services and dining services to assess and address building, community, and individual student needs.  • Performs a weekly facility tour with the Custodial Supervisor for the community.  • Manages opening and closing procedures in assigned community in collaboration with the community management team.  • Coordinates a life-safety program within the community.  • Participates in facilitating room changes, room reassignments, and occupancy reports.  • Maintains records of building charts, forms, financial expenditures, and other necessary record.  • Establishes an RA/CA duty schedule.   **Student Conduct**  • Manages a student conduct caseload and maintains confidential records.  • Facilitates conduct meetings with students emphasizing personal responsibility and an understanding of how one’s behavior impacts self and others.  • Utilizes educational sanctioning in accordance with established Residential Life Conduct Process philosophy and guidelines.  • Facilitates educational workshops for students found in violation of the Housing Agreement.  • Represents Residential Life at Peer Review Board or Administrative Hearings as necessary.   **Crisis Management**  • Participates in an on-duty rotation throughout the calendar year to respond to incidents and emergencies as they occur for a residential population of approximately 8,500 students.  • Implements Departmental/University emergency and crisis response protocols.  • Collaborates and consults with other Student Life professionals regarding students needing additional support/resources.  • Provides follow-up with students, campus services and parents as necessary.   **Organizational Engagement**  • Supports and assists in the leadership of delivering the mission, goals, values, and culture of Residential Life, Housing & Food Services, and the University of Washington.  • Fosters and maintains a workplace climate that is supportive of all employees and students regardless of their identity, respectful of differences, and open to multiple perspectives.  • Participates in professional-development activities, included but not limited to: Departmental workshops, presentations, and article/book discussions.  • Provides leadership within the Residential Life Team and facilitates productive interactions with all staff.  • Role models an understanding of, and respect for, existing policies and procedures.  • Serves as a member of Residential Life Team committees; seeks opportunities to develop new and/or enhances current programs and activities.  • Participates in a professional organization and assumes leadership roles in campus, regional and/or national professional organizations.  • Develops and presents on various subjects to the Residential Life Team (and other departments as appropriate) based on workshops attended at regional/national conferences.   **IMPACT TO THE UNIVERSITY**  An effective residential life program supports student retention, socialization, and academic success. Collaboration within HFS and the University contributes to consistency and alignment with University-wide goals and objectives. This position provides a direct interface for residential students to the services and resources provided by Housing & Food Services and the University of Washington. In addition, it helps shape the students’ on-campus experience through educational dialogue and programming and is responsible for 24-hour crisis response in all University housing operations.    **POSITION COMPLEXITIES**  HFS Residential Life houses nearly 8,500 students in residence halls and single-student and family apartments. This position utilizes development and applied environmental theory within this complex and quickly evolving environment.   The Resident Director must:  • Live on-campus in a residence hall or apartment community.  • Participate in an on-call duty rotation providing coverage 7 days a week, 24-hours a day, including holidays.  • Work extended hours during peak times of the academic year.  • Limit extended vacations to Summer Quarter, Winter Break, and Spring Break.   **WORKING CONDITIONS**  The position works a regular Monday through Friday schedule; however, it requires evening and occasional weekend commitments throughout the year.   **SUPERVISION RESPONSIBILITIES**  Up to 17 RAs and an ARD within the assigned community, and up to two Office Assistants.   **REPORTS TO**  Area Director or Assistant Director for Residential Life.    **MINIMUM QUALIFICATIONS**  Bachelor’s degree and one year of residence hall supervisory experience required.   **DESIRED QUALIFICATIONS**  Master’s degree in student personnel or related field.   **CONDITION OF EMPLOYMENT**  • A satisfactory outcome from the employment reference check processes and education verification.   Application Process:  The application process for UW positions may include completion of a variety of online assessments to obtain additional information that will be used in the evaluation process. These assessments may include Work Authorization, Cover Letter and/or others. Any assessments that you need to complete will appear on your screen as soon as you select “Apply to this position”. Once you begin an assessment, it must be completed at that time; if you do not complete the assessment you will be prompted to do so the next time you access your “My Jobs” page. If you select to take it later, it will appear on your "My Jobs" page to take when you are ready. **Please note that your application will not be reviewed, and you will not be considered for this position until all required assessments have been completed.** |
| Committed to attracting and retaining a diverse staff, the University of Washington will honor your experiences, perspectives and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming.  [The University of Washington is an affirmative action and equal opportunity employer.](https://ap.washington.edu/eoaa/) All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.  To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 or [dso@uw.edu](mailto:dso@uw.edu).  Applicants considered for this position will be required to disclose if they are the subject of any substantiated findings or current investigations related to sexual misconduct at their current employment and past employment. Disclosure is required under [Washington state law](https://app.leg.wa.gov/RCW/default.aspx?cite=28B.112.080). |