

California State University, Fresno Association, Inc.

JOB ANNOUNCEMENT - ASSN #10-457

Resident Director

POSITION

Part-time (15-20 hours a week), non-benefited position for California State University, Fresno Association, Inc. at University Courtyard.

DUTIES AND RESPONSIBILITIES

Primary responsibilities include, but are not limited to:

- **To support the educational role and personal development of the Residential Life staff:**
 - Work under the supervision of the Assistant Director of Housing and Judicial Coordinator to provide accountability and development to the Residential Life Staff
 - Directly supervise/manage a staff of Assistant Resident Directors and Resident Advisors. (5-10 staff members per Resident Director)
 - Prepare and implement fall, winter, and spring Residential Life Training on a variety of subjects pertinent to the Assistant Resident Director, Resident Advisor, and Public Safety Assistants
 - Hold regular one on one meetings with Assistant Resident Director and Resident Advisors to problem solve, plan, implement and continue training
 - In the fall semester, it is expected these meetings occur weekly.
 - Lead weekly staff meetings to problem solve, discuss upcoming events, continue training, and staff development.
 - Conduct performance evaluations of the Assistant Resident Directors and Resident Advisors
 - Coordinate the selection process of the Residential Life Staff
 - Coordinate in-service meetings and trainings for the entire Residential Life Staff.
 - Develop and maintain regular, open, and honest communications with the Housing Professional staff
 - To attend Resident Director training sessions throughout the summer
 - Attend other training sessions throughout the year
- **To maintain a sense of community and an academically supportive environment by establishing limits and enforcing policies which follow University regulations and limits damage to property:**
 - Adjudicate cases regarding resident violations of University Courtyard policies.
 - Assign administrative and Educational sanctions for students found in violation of policies
 - Review significant discipline concerns as determined by, and in consultation with the Judicial Coordinator and the Assistant Director of Housing. Make recommendations regarding appropriate action, follow-through on all cases to the extent feasible, and keep others informed of developments.
 - Take appropriate and timely action with discipline.
 - Track and follow up with residents who fail to complete sanctions
 - Organize and maintain accurate conduct files for all cases, within a data base.
 - Utilize C-BORD Odyssey database
 - Refer continuous discipline concerns to the Judicial Coordinator
 - Follow all campus and University Courtyard regulations, as well as state and federal laws
 - Sign and follow the Integrity Standards, Code of Conduct, Code of Ethics and Alcohol Policy
 - Uphold and enforce all policies as outlined in the campus regulations, Housing License agreement, RLS manual, Employee handbook, resident handbook and supplemental training materials
 - Serve as a mature role model in the community
 - Model appropriate respect for the health, safety, welfare and rights of all members living at University Courtyard
 - Maintain a living environment in which residents respect the rights of all community members
 - Demonstrate a concern for all University property including buildings, furnishings and the surrounding physical area
 - Communicate all maintenance and housekeeping concerns to the Facilities Coordinator in a timely fashion and follow through to assure that resident needs are addressed
 - When damage or loss to property occurs, help identify the offending student or group responsible, submit charges when appropriate

- Assist in any emergency situation within University Courtyard or the campus community
- **To promote an atmosphere that is conducive to creating an appreciation, understanding, and acceptance of individual differences and lifestyles regardless of physical abilities, race, ethnicity, sexual orientation, religion, age, gender or political affiliation:**
 - Promote the implementation of an inclusive environment by holding staff accountable in making efforts to include residents of all backgrounds in floor and committee programs
 - Hold staff accountable for providing floor-based programs that appeal to the diverse needs and interests of the population
 - Address behaviors that detract from the development of a positive multicultural environment
 - Serve as a positive role model of inclusiveness and acceptance, and celebrate diversity with members in the community
- **To provide student leadership and training opportunities:**
 - Assist in the recruitment and identification of Residence Hall Association (RHA) members
 - One Resident Director will serve as the Advisor to the Residence Hall Association in lieu of a programming committee
 - Assist the RHA representative from your area to develop and maintain communication channels with residents
 - Identify residents to serve on various programming committees
 - Attend community-wide events sponsored by RHA
 - Connect residents to campus clubs and organizations
 - Assist in the recruitment of students for various on-campus leadership opportunities (e.g. Campus Leadership Program)
- **To encourage retention of residents and to develop student growth through providing services and educational programs which both challenge and support our residents. To also support University services and programs which do the same:**
 - Advise Assistant Resident Directors on one of the programming committees (If there are not enough ARDs, RDs may be asked to lead programming committees)
 - Assist Resident Advisor staff in assessing the needs of the residents to determine what types of educational programming need to occur on a month-to-month basis
 - Address the academic needs of your living community on a regular basis
 - Assist in the implementation of the “Tunnel of Oppression” program in the Spring semester
 - Working with staff, develop at least one Community Service program per semester
 - Assist in Smittcamp Honors Info Days, and other outreach events throughout the year.
- **To provide a sense of belonging in University Courtyard and the University through building community and developing social programs:**
 - Be regularly available and visible to residents and staff (including evenings and weekends.)
 - Become well acquainted with staff and residents and encourage the Residential Life staff to do the same.
 - Work effectively with on and off-campus groups; e.g. Alcohol Advisory Committee, Student Life, Bulldog Pantry, etc.
 - Assist staff and residents in promoting a positive living environment.
 - When necessary call floor section/hall meetings to address behavioral concerns.
 - In conjunction with staff and residents, plan and implement programs that promote a sense of community, consideration of one’s neighbor, and responsible freedom.
 - Participate with residents and staff in social and educational activities, whenever possible
 - Work with Resident Advisor staff to develop at least one social or recreational activity per semester
 - Assist in the implementation of Color Games programs as well as other annual community events such as Milk & Cookies, the Halloween Carnival, Giving Tree, Resident Appreciation Day, Kid’s Day and Vintage Days
 - Provide Resident Advisor staff with information about up-coming events occurring in the Residential Community, on campus, and in the surrounding community in a timely fashion.
- **Provide personal support for the individual student:**
 - Make an effort to know and establish rapport with residents in your assigned area
 - Serve as a resource about the University, its programs and services
 - Intervene and assist in the resolution of interpersonal and inter-group conflicts
 - Identify and work with students having social, academic or health problems and make appropriate referrals when problems are beyond your level of expertise
 - During Spring semester, meet with individual residents who fall below a certain GPA (to be determined once grades released in January)
 - Be available to residents in the living unit
 - Preserve the confidentiality of personal communications, while reporting significant issues to supervisor as instructed

Other Responsibilities of the Resident Director also include:

1. Duty

- In conjunction with the other Resident Directors provide 24 hour duty coverage
- Complete rounds with staff at least once a night on Friday and Saturday nights
- Be available by phone to respond to calls by the Residence Life Staff whether on call or not
- Respond to incidents in the residence halls that require professional intervention.
- Notify proper authorities, i.e. Campus Police, Director, Assistant Director of Housing, Judicial Coordinator, Facilities Coordinator, etc., when situations warrant.

2. Office Hours

- Provide 15 – 20 office hours a week in a shared office with other Resident Directors to do general administrative tasks

3. Tours

- Promote on campus living by providing University Courtyard tours on a regular basis for prospective residents

4. Administrative Tasks

- Meet weekly with the Residential Life Leadership team
- Implement the daily hall business operations and services of the hall (e.g. check-in/out, room changes, hall closure, on-call, desk, package shifts and mail).
- Meet once a month with the Judicial Coordinator
- Meet weekly with Assistant Director of Housing
- With Assistant Resident Director, coordinate on-call, desk and mail scheduling of the RA staff of the hall/living area to which assigned
- Conduct Health and Safety Inspections/Fire Drills at least once a semester.
- Assume other responsibilities as assigned by the Assistant Director of Housing, Judicial Coordinator, or Housing Office. (e.g. Tours, Atrium desk meetings, various programmatic committees)

5. Other

- Adhere to all expectations articulated during training programs, written policies in the RLS manual and other written communications.
- Respond to directives from your supervisor or other members of the Housing staff.
- Adhere to the terms and conditions of the Housing License agreement, including all policies and behavioral guidelines. If you are found to be responsible for a violation that would place you on probation within the residential community, you may be asked to relinquish your Resident Director position.
- Reside within University Courtyard and eat meals in the University Dining Hall as a condition of employment
- Assist custodial and maintenance staff as needed
- RDs are expected to assist the Food Services staff in maintaining proper conduct in the University Courtyard Dining Hall

Time Commitments:

- Commit to the RD position for one full year, starting June 11, 2009, until June 30, 2010
 - Position may be renewed yearly
- Attend All Day Spring Training sessions tentatively scheduled on Saturday and Sunday, April 25 & 26, 2009
- Assist with the opening and closing weekends of University Courtyard each semester
- Maintain each Wednesday from 4-6:00pm for RLS In-Service times and committee meeting times
- Provide duty coverage for extended holiday or break periods (Thanksgiving, Winter or Spring break) as assigned
 - RDs should not make travel arrangements for break periods without prior approval from the AD
- Assist with Summer Conference program (e.g. check ins, check outs, duty, etc)

Time Off:

- Resident Directors are permitted four (4) weekends per semester off campus. The time must be arranged in advance with the Assistant Director of Housing
- RD and the ARDs will not be permitted to take the same weekend off
- Restrictions will be made for special weekends (i.e. Opening and Closing weekends, Staff training, University Preview Day, Honors Info Days, RLS group process, Central RAP conference and other weekends deemed necessary)
- A weekend is defined as extending from Friday at noon until 8:00 a.m. Monday morning.
- Time off schedules are subject to change if the need arises or staff is short handed
- Resident Directors are also permitted one personal day each month to take off during the week
 - In September and April, Resident Directors may schedule two personal days
 - Personal Days may not conflict with established Leadership team meeting times or in-services

REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skill, and/or ability required.

REQUIRED:

Required to be registered/enrolled in a graduate program at California State University, Fresno for Fall 2010 and continuous enrollment required through employment

- The ability to communicate in English fluently
- Basic mathematical skills
- Ability to multi-task
- The ability to make sound judgments, follow set procedures and policies in place
- Experience adjudicating sanctions for residents who have violated policies and assign appropriate sanctions preferred
- Provide direction to under-graduate students
- Ability to evaluate policies, procedures, and undergraduate employee job performance
- Previous counseling/advising experience
- Ability to lead/be a role model to under-graduate students in a residence hall environment
- The ability to climb three flights of steps with no elevator access
- The ability to lift 10 pounds

PREFERRED:

Bachelor's Degree from a four year University preferred; two years of Residential Life experience preferred.

COMPENSATION:

- Up to 6 units of Graduate Study per semester
- Room and board (furnished one bedroom apartment and 14 flex meal plan)
- \$1100 monthly stipend
- Student parking pass

FILING DEADLINE: Open Until Filled

TO APPLY: Obtain and submit employment application at: www.auxiliary.com and if not a current Fresno State Grad student, submit an application for Graduate School (in order to be considered for the RD position, must be a grad student at Fresno State or have an application pending.)

California State University, Fresno Auxiliaries-Human Resources
2771 E. Shaw Ave.
Fresno, CA 93710
FAX: (559) 278-0988

****Resumes will not be accepted without application, cover letter, and a University application or proof of current University status.****

Employment for this position is by the California State University, Fresno Association, Inc. This is not a State of California position.