



**DATE ISSUED:** 04/10  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Residence Director

### **JOB SUMMARY**

Live-in responsibility for the overall student development programming and management of a residence hall, which includes: employee assignments and supervision, facility management, and student relations. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Area Coordinator

*Supervises:* Resident Assistants and Office Assistants

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Provides student and community development programming, as well as student staff development and training to include procedural training, and management operations.

Assists with the development and implementation of departmental policies.

Interprets and enforces university and departmental policies.

Assures hall coverage by establishing specific daytime, evening, and weekend duty schedules for this position, Resident Assistants, and Office Assistants by maintaining daily office schedules, including residence hall holiday coverage during university vacation and break periods.

Encourages and initiates interaction between faculty/staff and students.

Provides leadership and advisement to the hall government.

Coordinates outreach activities for parents, children, families, or groups of residents, as needed.

Serves as a mediator for conflicts amongst residents.

Initiates and maintains documentation regarding discipline situations, daily incidents, and staff performance.

Develops the structure and direction of staff and student development programming and community development in the residence hall, including orientation activities, personal adjustment

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skills, programs for interpersonal education and social concerns, and facilitation of student leadership.

Maintains accessibility and availability to advise and counsel individuals and groups of students, within the limits of his/her training and capability and also to refer students to other agencies as deemed necessary.

Initiates programs that foster a positive community living environment.

Ensures that programs stay within the residence hall budget .

Participates in the area professional staff on-call rotation.

Conducts walk-throughs of each floor on a regular basis.

Assures proper maintenance, cleanliness and safety of residence facilities.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ADDITIONAL DUTIES***

Performs other duties as requested.

### ***EDUCATION***

Bachelor's degree in education, counseling, social sciences or a related field required. Master's degree preferred.

### ***EXPERIENCE***

Residence Life/University Housing related experience in areas such as staff supervision, facilitating student development activities, and involvement with student leadership organizations required.

### ***REQUIREMENT***

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

### ***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

Knowledge of organizational behavior and student development practices and procedures used in residence life.

Ability to organize and coordinate work effectively, handling administrative details independently.

Knowledge of University and Housing operating procedures and policies.

Ability to plan, organize, and supervise staff.

Ability to work effectively with students, parents, and guests to the university.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to plan, execute, and evaluate activities to reach long and short term goals of the department and the university.

Effective organizational and time management skills.

Ability to personally evaluate multilevel residence hall facilities, which includes walking stairs and visually inspecting buildings.

Ability to communicate effectively - orally, by phone, in person, and in writing.

Ability to use a personal computer and other office equipment.

### ***PHYSICAL DEMANDS***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

### ***WORK ENVIRONMENT***

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

### ***SAFETY***

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

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*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***