



The Residence Director (RD) is a 43 week live-in, professional responsible for the overall administration of a cluster of one or more residence halls housing 275-675 students. The Residence Director supervises graduate and undergraduate students to create safe, caring and inclusive communities through supervision, community development, student development, leadership development, administration and departmental responsibilities. Cluster based responsibilities are negotiated within the senior staff team comprised of the RD and Assistant Residence Director(s) (ARD). The Residence Director is supervised by an Area Director.

Job Description

Supervision

- Supervises 1-2 graduate Assistant Residence Directors (ARD) (20 or 30 hours/week).
- Supervises the following undergraduate staff based on the cluster staffing structure:
 - 9-24 Resident Assistants (RA)
 - Cluster Office Manager
 - Judicial/Administrative Assistants (JA)
- Participates in the recruitment, selection, training and evaluation of staff.
- Conducts weekly staff meetings.
- Conducts regularly scheduled one-on-ones or group supervision meetings with staff.
- Designs and implements training sessions for staff during Fall/Spring training periods.
- Implements on-going training and development for staff.
- Responsible for understanding and implementing guidelines outlined in ARD and RA union contracts.

Community Development

- Directs staff in creating inclusive communities that are socially just, safe and welcoming.
- Develops and implements a community development plan and activity model for the hall cluster.
- Develops a sense of community by encouraging residents' involvement in the planning and implementation of initiatives and events in the cluster and on campus.
- Implements community development initiatives, such as community and roommate agreements.
- Implements departmental first-year student initiatives and creates specific strategies to meet the needs of first-year students.
- Oversees the program development of Living and Learning Communities in the cluster.
- Works collaboratively with University staff to develop and enhance Living and Learning Communities.
- Engages with students individually and in groups to enhance their growth and development.
- Works collaboratively with security personnel to create a safe and secure community.
- Serves as a resource and referral agent for students' social, academic and identity needs.

Leadership Development

- Serves as, or supervises, the advisor of House Council(s) to promote a wide variety of activities and the House Council's involvement in issues related to campus life.
- Serves as or supervises the advisor to Community Leaders.
- Recruits and trains House Council executive board officers and members and Community Leaders.
- May serve as the instructor for student staff in-service training courses or accredited student leadership courses.
- Supports Residential Leadership Association and National Residence Hall Honorary.

Social Justice/Diversity

- Integrates social justice into development of programs, practices, policies and processes.
- Educates staff and students in respecting and understanding cultural differences.
- Supports and meets the needs of traditionally underrepresented students, including students of color, international students and GLBT students, and assists student staff to do the same.
- Assists staff and student leaders in creating inclusive and diverse programs.
- Maintains knowledge and educates self in areas of diversity/social justice.

Judicial

- Works collaboratively with the Dean of Students Office to uphold the Code of Student Conduct and implement the Judicial System in an educational and proactive manner.
- Responsible for interpreting and upholding the university's rules and regulations pertaining to student conduct occurring within the residence halls.
- Serves as a judicial conference administrator.
- Supervises and trains staff in the enforcement of the Code of Student Conduct.
- Completes judicial paperwork and maintains administrative records.
- Refers students to campus offices related to student behavior.

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Crisis Management/Conflict Resolution

- Handles crisis situations such as mental health incidents, roommate conflicts, student conduct and staffing issues, including appropriate community response.
- Provides coverage for residence halls during large scale campus programs and situations.
- Provides night and weekend on-call/call-back coverage for approximately 12,000 residential students.
- Completes crisis and on-call reporting paperwork.
- Refers students to campus offices related to crisis management.

Administration

- Works collaboratively with Housing Assignment Office staff to complete all assignments' processes.
- Responsible for and oversees the daily operations of the cluster office, including staffing.
- Responsible for opening and closing processes for the cluster.
- Responds to and assists parents/families in their involvement with their students' university experience.
- Works collaboratively with Maintenance and Operations staff on matters relating to residence hall maintenance.
- Manages cluster community and staff development budgets and follows university purchasing guidelines.
- Oversees administrative tasks related to inventory, damage, billing, keys, fire safety and building security.
- Utilizes computer skills and technology to accomplish job responsibilities.

Departmental Responsibilities

- Participates in department and area decision making and planning through weekly meetings.
- Participates in university and departmental committees and work groups, including the opportunity to chair departmental committees.
- Works collaboratively with University of Massachusetts Amherst Police Department, Dean of Students Office, Mental Health and Office of Parent Services.
- Represents Residence Life at department and University programs and events.
- Assists in the recruitment, selection and training of professional and paraprofessional staff.

Professional Development

- Participates in Performance Management Process by creating an annual professional development plan with assistance of supervisor.
- Participates in Skill Advancement Worksheet by assessing current and desired competency levels.
- Participates in staff training and development opportunities provided by Residence Life.
- Participates in optional opportunities, such as internship programs and/or summer employment.
- Remains aware of new developments in the field of student development, bringing such information to the attention of staff.

Qualifications

Master's Degree in a related field such as Student Development, Higher Education or Counseling, plus one academic year post-baccalaureate experience required at the time of hire as a live-in staff member to include crisis intervention and work with diverse student populations; demonstrated experience and initiative with student and community development; supervision and staff training; advising student groups; creation and implementation of management systems; demonstrated commitment and ability to create inclusive communities that are sensitive to diverse populations. This is a 43-week live-in position, which requires some evening and weekend work plus on-call/call-back duty.

Compensation

\$30,663 cash salary for a 43 week position, additional compensation (\$1174) for on-call responsibilities, plus furnished apartment valued at \$4,200 (the value of which is considered part of the total compensation package), professional development funding for conference attendance and involvement and benefits, including tuition waiver options.

Application Deadline

To receive priority consideration, please send your letter of interest, resume and the names, addresses and phone numbers of three references by the priority deadline of September 18, 2009. Applications will be accepted after the priority deadline until all vacancies are filled.

Application Process

Send your application materials to:

Residence Director Search Committee
Housing and Residence Life
University of Massachusetts Amherst
121 County Circle
203 Berkshire House
Amherst, MA 01003-0630

Email: rdsearch@gw.housing.umass.edu
Phone: (413) 545-2821
Fax: (413) 545-1517



*The University of Massachusetts Amherst is an Affirmative Action/Equal Opportunity Employer.
Women and members of minority groups are encouraged to apply.*