

NIAGARA UNIVERSITY
JOB DESCRIPTION

NAME:	Vacant
DATE:	November 2022
JOB TITLE:	Residence Director
FLSA STATUS:	EXEMPT
JOB CLASS:	REGULAR FULL-TIME
JOB TYPE:	PROFESSIONAL
WORK LOCATION:	O'SHEA HALL
TITLE OF IMMEDIATE SUPERVISOR:	ASSOCIATE DIRECTOR OF RESIDENCE LIFE
DEPARTMENT:	RESIDENCE LIFE
SECTOR:	STUDENT AFFAIRS

JOB SUMMARY:

Under general supervision, the Residence Director is responsible for the supervision and management of all aspects of 1-3 residence halls. This position will oversee approximately 450 beds and 14-15 Community Advisors. This position will provide leadership in the Office of Residence Life with operations and student conduct and will provide direct oversight for assigned residence hall(s), support services to students, supervise hall staff, oversee all educational, social, and operational activities, as well as adjudicate student conduct cases.

ESSENTIAL DUTIES:

- Responsible for establishing and maintaining a strong community within the residence hall(s).
- Supervise 14 Community Advisors, including conducting regular one on ones, staff meetings, and training.
- Serve as the main contact for student care issues within assigned residence hall(s), including working with students, families, and campus partners. Develop relationships with at-risk students in the halls and provide ongoing support and liaise with the Dean of Students' office.
- Assist Central Staff with room assignments, room changes, reporting, managing vacancies, etc. especially in the summer when assignments are made.
- Manage a conduct caseload in the tower area, adjudicate up to mid-level student conduct violations.

Residence Director

- Responsible for the daily operation of the residential area including building opening/closing, distribution, and collection of keys, monitoring of room inventories and room changes, follow up on work orders, and damage billing.
- Serve as on-call staff for emergencies and crisis situations.
- Considered Essential Personnel whose physical presence is required on campus and must also be prepared to address those functions remotely (from off-campus) as needed when operations are restricted or the campus is closed.
- Co-Chair or Serve on 1-2 Committees for either CA Training, CA Selection or Marketing/Programming and Operations
- Make referrals to appropriate academic and/or administrative departments as necessary.
- Be knowledgeable of and enforce University policies and procedures.
- Maintain regularly scheduled office hours (including some evening availability) and be available to students.
- Conduct weekly inspections of assigned areas to build community and assess damage/vandalism.
- Participate in recruitment, selection and training of residence hall staff.
- Assist with/ advise Residence Hall Association, attend meetings and programs.
- Facilitate student interaction and provide opportunities for their growth and development.
- Coordinate daily office procedures for the staff offices.
- Attend all staff meetings and professional development sessions as determined by Residence Life and/or Student Affairs.
- Provide written reports, summaries and assessment as requested by Residence Life and/or Student Affairs.
- Serve on departmental committees as assigned.
- Be available for general assistance of resident students.
- Assist in the room selection and room assignment processes.
- Work to fulfill Residence Life strategic plan initiatives.

Residence Director

- Conduct monthly health and safety inspections.
- Responsible for Residence Life office operations in summer as assigned.
- Maintain confidentiality of information (including but not limited to: student and employee personal information, student grades, etc.), both during and after their employment with the University. Any question regarding the confidentiality of material should be referred to the supervisor. Any violation shall subject the employee to disciplinary action, up to and including termination of employment.
- Perform other duties as assigned.

GENERAL DESCRIPTION:

% of time

40% Student support, student conduct, and student assistance

30% Staff supervision/training.

30% Hall/area operations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- 1) Strong organizational, interpersonal, written, and oral communication skills.
- 2) Successful time management and ability to multi-task.
- 3) Ability to work evenings, weekends, and holidays; and to attend campus programs evenings and weekends.
- 4) Ability to provide objectivity, patience, commitment to diversity, be a team player, creativity, and also be committed to student development.
- 5) Proficiency to handle various office machines including but not limited to: calculator, computer, keyboard, computer software applications, copy machine, and fax machine.
- 6) Knowledge of computer software applications.
- 7) Ability to receive telephone calls and e-mails, respond to inquiries, and communicate with others by telephone and/or electronically.

Residence Director

- 8) Ability to drive a personal or university vehicle in the U.S. and Canada for the purpose of University business.

ERGONOMIC REQUIREMENTS:

The functions of the position usually performed sitting, but may require some amount of time standing, stooping, kneeling, bending, crouching, lifting, walking, carrying and other movements may be required. Tasks involving working on a computer keyboard, computer software applications, calculator, cutting, labeling, and taping involve the extensive wrist and hand movement. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others.

QUALIFICATION STANDARDS:

- 1) A Master's degree in Student Personnel, Higher Education Administration, or related field is required.
- 2) Residence hall staff experience required.
- 3) A valid New York State driver's license is required that satisfies both University and insurance company underwriting rules and regulations for driving a motor vehicle. Must also be able to operate a motor vehicle in Canada.

THE UNIVERSITY RESERVES THE RIGHT TO MODIFY, REASSIGN OR COMBINE POSITIONS AT ANY TIME WITHOUT PRIOR NOTICE.

Employee Signature

Date

Supervisor Signature

Date