

**MONTANA STATE UNIVERSITY**  
**Office of Residence Life and University Food Services**

**POSITION DESCRIPTION: Resident Director**

The Resident Director is responsible for developing, implementing, and evaluating the total student personnel program within one residence hall. The Resident Director is a staff member of the Office of Residence Life. The responsibilities listed will be carried out under the joint supervision of the Director of Residence Life and the Assistant Director of Residence Life.

**RESPONSIBILITIES:**

A. Students

1. Facilitates the growth, development and the educational experience of residence hall students.
2. Promotes and implements community building through programming and leadership development.
3. Understands and supports the operation of the University, especially residence hall regulations, student government procedures, the function of administrative offices, programming and community development.
4. Advises hall government (RHA) which includes training hall officers, group development, and active support for hall activities.
5. Initiates floor, hall, and/or campus wide programs to promote student development/community building.
6. Promotes an environment which is supportive of academic achievement, as well as individual growth.
7. Assumes a responsibility for student conduct within the hall and provides input for disciplinary actions concerning residents in the hall. This happens primarily through a peer judicial board which the RD advises.
8. Aggressively attempts to know all of the residents within the assigned living area(s). This happens primarily through (but is not limited to) office hours, visibility at events, and through conducting rounds within the hall on a routine basis.

B. Staff

1. Is responsible for the selection, training, supervision, and evaluation of a staff of 7-15 RAs. This takes place through on-going supervision, fall training, in-service training, participation in RA selection, and the potential to teach RA class, with input and direction from the Director and Assistant Director of Residence Life.
2. Encourages and coordinates staff initiated activities/programs directed toward student development and community building.

C. Liaison with the Total University Community

1. Coordinates hall programs with appropriate University offices.
2. Establishes working relationships with other personnel and other offices within the department and University.

D. Administration

1. Is responsible for the operation of the hall front desk (which includes hiring and supervising staff, implementing building procedures, maintaining security, monitoring key distribution and insuring that base student services are provided) through supervision of a full time Administrative Aide and 15-20 student desk clerks.
2. Provides input on policies (both hall and campus wide).
3. Maintains records of hall activities (financial transactions, programs, equipment inventories, disciplinary records).

4. Assumes responsibility for hall safety and security.
5. Communicates regularly with housekeeping staff and maintenance staff.
6. Coordinates resident check-in and check-out procedures.
7. Coordinates all staff coverage within the hall.

E. Departmental

1. Resident Directors will be assigned additional duties as directed by the Office of Residence Life and University Food Services.
2. Is responsible for working 2-4 scheduled hours per week in the Residence Life Office assisting with Administrative processes.
3. Serves as a liaison and supporter of the department including passing along information to RA staff members and serving as a support to all RAs on campus, not just those under direct building supervision.
4. Serves as a member in the Senior Staff on-call rotation.
5. Contributes to and actively participates in setting/attaining departmental goals and objectives. This includes staff selection processes and special committees and projects.

**TERMS OF EMPLOYMENT:**

- A. Resident Directors are employed for approximately a 10 and a half month period, beginning with the onset of fall training and ending following spring commencement. Summer employment may be available dependant of Departmental need. Resident Directors may not accept other employment while employed with the Office of Residence Life.
- B. Resident Directors may carry a maximum academic load of 6 credit hours per semester with Director of Residence Life approval.
- C. Time commitment: The Resident Director must be willing to commit a significant portion of her/his time to the position. This includes, in part:
  1. Primary duty hours: attending staff meetings, meetings with student groups, office hours and administrative functions.
  2. Secondary duties: time for drop-in discussions, individual advising and referral, general availability, etc.
  3. Resident Directors are expected to be in their hall 5 nights per week and 3 weekends per month.
- E. Schedule: Resident Directors are expected to be on duty prior to the opening of each school period and to be available until the halls are closed for breaks. Each Resident Director must be available for all scheduled training events, including the extensive Fall training schedule prior to opening.