Residential Director Job Description

Please direct questions or submit resumes to reslife@utsouthern.edu

REQUIREMENTS
Applicants must…

1. Be an employee of the University of Tennessee Southern.
2. Be female, as the position is in Criswell Hall (all female residential hall)
3. Live on campus full time in Criswell Hall
4. Be able to successfully pass a background check
5. Be available for regular, rotating duty schedules through the entire academic year
6. Attend all trainings (typically in August and January), and Opening (August, January) and Closing (December, April/May) dates.

GENERAL RESPONSIBILITIES

The Residential Director position is a live-in position with primary responsibility the safety and security of residents in an assigned residence hall on campus. The Residential Director (RD) reports to the Residential Life Coordinator or the Dean of Students.

SPECIFIC RESPONSIBILITIES

1. Serve as personal resource for students in support regarding residential life, personal, and college matters

2. Establish and maintain communication with students living in the residence halls through individual outreach and community meetings. Mandatory hall meetings of all residents are required at the beginning of each semester to review policy/procedure and answer questions

3. Communicate Residential Life and College policies, procedures, and regulations to residents and issue warnings about improper behavior; report all infractions to the Residential Life Coordinator or the Dean of Students for disposition

4. Oversee the maintenance of the residential hall
   a. Check the buildings regularly to make sure the area is clean and in good order
   b. File a maintenance request form when repairs are needed
   c. Maintain a listing of damages in the building and report these damages to the Assistant Director of Residential Life or the Director of Student Life

5. Supervise, support, and evaluate assigned team of Resident Assistants (RA)
   a. Conduct a weekly staff meeting with RAs, with additional meetings as needed
b. Provide opportunity for one-on-one meetings with RAs as needed

c. Ensure RA compliance with Residential Life policies

6. Supervise the front desk attendants who have been assigned, including setting a weekly shift schedule, maintaining regular contact, and signing off on any hours/timesheets

7. Conduct periodic health and safety room checks of all rooms; damages detected during the room check shall be reported to the Residential Life Coordinator or the Dean of Students

8. Assume On-Call responsibility for assigned residence hall during the week and for all residence halls on a scheduled basis
   a. Weekend On-Call duties will be split among the RD staff
   b. Holiday On-Call duties will be split as evenly as possible
   c. When on duty, RDs must remain in Pulaski with a maximum of 15-minute response time

9. Work with the Residential Life Coordinator or the Dean of Students to manage and coordinate room assignments and changes in the hall(s)

10. With the assistance of the RAs, inventory each room prior to the opening of school and fill out the check in sheets
    a. When students move out, the checkout sheet shall be rechecked to determine damages/missing items
    b. Lists of damages/missing items will be turned over to the Assistant Director of Residential Life or the Director of Student Life

11. Ensure that students are living in their assigned rooms
    a. Any change from the assigned room must be submitted to the Residential Life Coordinator or the Dean of Students
    b. If a room change is requested by a student or deemed in the best interest by the RD, then the RD’s recommendation should be given to the Residential Life Coordinator or the Dean of Students for approval

12. Assume responsibility for keeping all keys secure
    a. Collect keys when residents move out of the building
    b. At the end of the year, all keys should be turned in to the Residential Life Coordinator or the Dean of Students

13. Attend Residential Life training sessions in the fall and spring semesters

14. Attend a weekly one-on-one supervisory meeting with the Residential Life Coordinator or the Dean of Students, and attend monthly Residential Life staff meetings

15. Be responsive to email from students, staff, and coworkers

16. Respond to crisis situations in accordance with University procedures

17. Assist the students in the development, implementation, and oversight of the Residential Hall Council, with the eventual goal of self-governance within the halls
18. Assist the Residential Life Coordinator or the Dean of Students and the Director of Facilities in planning for summer renovations, preventative maintenance and safety measures, and making recommendations for the purchase of furnishings and equipment

19. Other duties as assigned by the Residential Life Coordinator or the Dean of Students

**COMPENSATION**

1. Room* and Board** in Criswell Hall (all female residential hall)

   *Room includes utilities and internet in a private apartment (one bedroom, one bath, kitchen/living room), accessed by a communal lobby. Communal laundry is available.
   **Board includes 19 meals per week, and $50 Flex Dollars per semester

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