



# Plymouth State UNIVERSITY

Department of Residential Life and Dining Services  
Plymouth, New Hampshire

## **RESIDENCE DIRECTOR Position Description**

### **GENERAL DESCRIPTION**

Support the philosophy of Plymouth State University and the Department of Residential Life in the daily responsibilities of the Residence Director position and strive to enhance the mission of the University and the Department of Residential Life.

### **POSITION DUTIES AND RESPONSIBILITIES**

#### **A) Student Involvement**

- a. Establish and maintain positive relationships with students living in the residence hall through personal contacts, meetings, and discussions.
- b. Responsible for promoting a positive, active community within the residence hall to enhance the development of students.
- c. Maintain active involvement in the programs of the residence hall and Plymouth State University.
- d. Act as primary Judicial Officer of the residence hall. Responsible for interpreting university policy and adjudicating policy violations.

#### **B) Administrative**

- a. Responsible for the maintenance of all appropriate judicial, programming and management records for the residence hall.
- b. Responsible for assisting the Housing Coordinator/Associate Director of Residential Life with room assignments and directly responsible for approving all room change requests within the university residence halls/apartments.
- c. Perform routine maintenance inspections of the residence hall, issue work orders and insure a well maintained living environment for our students.
- d. Maintain health and safety standards by performing periodic inspections of students' rooms and general areas.
- e. Responsible for the issuance and control of residence hall keys.
- f. Over see the student payroll and related issues within the building.
- g. Assist in the facilitation of the residence hall room selection process.
- h. Maintain detailed inventories of each residence hall room and all public spaces.
- i. Coordinate detailed damage billing of all residence hall rooms.
- j. Other administrative tasks as deemed necessary by supervisors.

#### **C) Program Development**

- a. Responsible for encouraging a living atmosphere conducive to personal and academic growth for our students.
- b. Participate in New Student Orientation.
- c. Responsible for the coordination of residence hall programs focusing on the student culturally, intellectually, physically, emotionally and spiritually.
- d. Responsible for the coordination of and participation in Residential Life and University committees that fulfill the goals and the mission of the department and University.

#### **D) Counseling**

- a. Provide personal and academic advisement to students.
- b. Provide mediation for residents of the residence hall.
- c. Perform crisis counseling and crisis response when necessary.
- d. Act as a referral agent to professional counseling staff when appropriate.

- e. Follow up with any counseling related issues in a timely fashion.
- E) Personal**
  - a. Participate in professional/personal development opportunities both on and off campus.
  - b. Reside in an assigned residence hall.
- F) Budget**
  - a. Responsible for determining the budgetary priorities for program development and assist in determining priorities for facilities enhancement.
  - b. Responsible for the Residence Hall account as well as damage fee assessments.
  - c. Active involvement in working with students and staff to utilize funds as efficiently and effectively as possible.
- G) Liaison**
  - a. Act as official host of the University in the residence hall and on campus for parents, prospective students and guests.
  - b. Provide input for campus committees involved with the Department of Residential Life.
  - c. Promote and maintain positive relationships with University Police, Office of Judicial Programs, and other University departments.
  - d. Serve as a member of the Residential Life on-call duty rotation.
- H) Management**
  - a. Responsible for the general selection, training and on-going supervision of one Assistant Residence Director and three to seven Community Advisors.
  - b. Responsible for the opening and closing of the residence hall in conjunction with the academic year and all non-academic periods.
  - c. Other duties as assigned by the Director of Residential Life.
- I) Special Programs and Assignments**
  - a. Assist the University with extensive summer as well as off season events, programs, conferences and activities that will take place within the residence hall and throughout residential life facilities.

### **SUPERVISION RECEIVED**

The Residence Director receives direct supervision from the Assistant Director for Staff Development and Training. Also, in specific areas, functional supervision from the Director, Associate Directors, the Central Office staff, the Coordinator of Judicial Programs, the Dean of Students, and the Vice President of Student Affairs.

### **SUPERVISION EXERCISED**

The Residence Director provides supervision for one undergraduate Assistant Residence Director and up to seven Community Advisors. In addition, supervision of student staff in relation to committee work, summer projects, and student assistants/desk staff, as necessary.

### **QUALIFICATIONS**

Bachelor's degree and minimum two years of residential life experience.