

Division of Student Affairs Position Description

Title: Residence Director

Summary: Responsible for the implementation of the developmental and operational Housing and Residence Life program within one residence hall. The multi-faceted program requires coordination of Resident Assistants, desk staff, and student leaders to achieve goals and objectives. The Residence Director, as an administrative official of the university and a member of the residence life staff, is expected to develop the skills required in the position and to integrate them with an understanding of student development and accept the responsibilities that come with being a role model for students and staff. The Residence Director is required to live in an apartment within the residence hall. The Residence Director reports directly to an Area Coordinator.

Skills and Responsibilities

Team Builder and Supervisor

1. Works to create an environment of mutual support for resident assistants and encourages team work between resident assistants.
2. Select staff through the RA selection process. The staff should represent and be sensitive to the needs of a diverse student population.
3. Assist in training as needed.
4. Conduct regular staff meetings to provide relevant information, build trust and unity, and improve communications within the staff.
5. Supervise RAs in performance of their duties.
6. Provide ongoing feedback to RAs in regarding personal and professional development.
7. Attend weekly RD staff meetings.
8. Participate in various scheduled workshops and training sessions.
9. Contribute to the professional growth of colleagues by sharing ideas, participating on committees, providing constructive criticism to peers, and experimenting with new concepts and programs.

Educator

1. Work with staff and students to establish and affirm standards of conduct appropriate to communal living and supportive of the academic mission.
2. Implement hall programs based on student development theory and needs assessment. Encourage resident participation in hall programs.
3. Transmit, through both example and statement, an impartial attitude toward all persons regardless of race, culture, or lifestyle.

Community Builder

1. Works to provide an environment of cooperation between resident assistants and officers and delegates of the Hall Association.
2. Serve as the Advisor to the residence hall's individual Hall Association.
3. Support the programming and policy-making efforts of the Association to create a more beneficial living environment and facilitate the development of students. Work with the RHA Financial Coordinator to periodically audit hall books.
4. Help the Hall Association evaluate the effectiveness of policy decisions, programs, and officer performance.
5. Facilitate election of officers in accordance with hall constitution and university policies.
6. Supervise the VP-Finance in maintaining accurate and up-to-date financial records and reviewing/processing requests for purchases in accordance with university and housing policies. Work with the Housing Business Manager to periodically audit hall accounts. Ensure that hall accounts are balanced and not deficient at year's end.

Crisis Manager

1. Provide leadership during any crisis in the residence hall, including injuries, fire alarms, natural disasters, facility emergencies, etc.
2. Become familiar with and follow all institutional and departmental guidelines regarding emergencies.
3. Successfully complete prescribed training courses in CPR and First Aid.
4. Coordinate efforts during a crisis with appropriate university departments, such as Campus Police, and community agencies, such as the Starkville Fire Department.
5. Whenever possible, seek to ensure an environment that is safe for residents and staff.

Counselor

1. Take a proactive interest in the personal development of residents including areas of interpersonal relationships, development of identity, development of autonomy and management of emotions.
2. Serve as an advisor and counselor for academic and personal concerns.
3. Be familiar with the resources available to students and make referrals when appropriate.
4. Administer student discipline in accordance with the Housing Discipline Process. Keep a confidential file of all incident reports.
5. Mediate student conflicts.
6. Transmit, through both example and statement, an impartial attitude toward all persons, regardless of race, culture, gender, or life-style.

Administrator

1. Assume overall responsibility for the administration of the residence hall.
2. Assume responsibility for hall openings and closings. Coordinate check-in and check-out procedures.
3. Keep complete and accurate information of all residents including floor charts and personal data cards. Work closely with the Assignments Staff regarding room changes, consolidation, and hall transfers.
4. Be familiar with university policies, procedures, and forms. Interpret these to students as needed.
5. Be familiar with and implement a fair and consistent application of university regulations as they relate to standards of behavior.
6. Assume responsibility for hall safety and security. This includes assuring that the building is properly secured, supervising fire safety procedures, providing leadership in emergencies, educating residents about security needs, and informing the Housing Office of potential security risks.
7. Ensure that administrative work delegated to RAs is completed.
8. Maintain an accurate key inventory.
9. Report needed maintenance and repairs. Report unsatisfactory custodial and maintenance service to the Assistant Director for Housing Facilities. Work with the custodial supervisor to insure that high levels of cleanliness are maintained.
10. Attempt to reduce damage from vandalism, and when necessary, assess charges to students who are responsible for the damages.
11. Fill out and turn in time sheets for hall employees.
12. Establish and supervise an effective desk operation, including hiring of desk workers and providing necessary service to residents and visitors.
13. Administer refund system for hall vending machines, washers, and dryers. Report problems with machines.
14. Administer the paint program including coordination of paint orders and delivery, checking of rooms, and reporting of problems.
15. Ensure that managerial duties delegated to RAs are completed.
16. Perform all other duties as assigned.

Terms of Employment

The Residence Director must live within the residence hall community assigned and be enrolled at Mississippi State University as a graduate student during the period of employment.

Period of Employment

A twelve-month period, beginning with the fall training workshop and ending at the end of June, and after RD is properly checked out with the Housing Office. Residence Directors observe the same holidays as students; however, they are expected to remain on campus until the halls close before any holiday period and should return to campus prior to the hall re-opening following the holidays. Summer employment may be available. Residence Directors may not hold other jobs or assistantships.

Time Commitment

The Residence Director must be willing to commit a significant amount of time to the position. Some specific time requirements are daytime and evening meetings and special hall/campus events that require staff support. Additionally, the very nature of the position requires that the Residence Director be available to residents and staff. As a result, he/she is expected to spend the majority of his/her time in the residence hall.

Remuneration

Includes a salary paid in monthly paychecks; a furnished apartment including utilities, cable, and local telephone, as well as in and out of state tuition. May be eligible for student health insurance.

Graduate Assistantship Application



Mississippi State
UNIVERSITY

Division of Student Affairs

An Affirmative Action/Equal Opportunity Employer

DIVISION OF STUDENT AFFAIRS GRADUATE ASSISTANTSHIP APPLICATION

This form will be copied for various departments. Put your name on every page. Write clearly in black ink.

Name: _____ **SSN:** _____

Present Address: _____ **Phone:** _____

Permanent Address: _____ **Phone:** _____

Which semester do you hope to begin your assistantship? ___ Fall ___ Spring ___ Summer 20___

In what graduate program are you enrolled at MSU? ___ Doctorate ___ Specialist ___ Master's

What is your field of study? _____

You should know that many departments give preference to students in counseling and student development.

Have you been unconditionally admitted to the Graduate School? ___ Yes ___ No

Have you been unconditionally admitted to your department? ___ Yes ___ No

You must be unconditionally admitted to both the Graduate School and your department before an assistantship is awarded.

When do you expect to complete your graduate degree at MSU? _____

List your educational experience:

Institution/Location	Dates of Attendance	Major	Degree/Date

Will you have commitments which will require frequent absence from campus or which will prevent you from working evenings and weekends?

Give the names, addresses, and phone numbers of three references:

Name: _____

Below is a list of Student Affairs departments which will offer assistantships. This list is intended only to give you a general idea of assistantships which are usually available and the kind of work they entail. You should know that most departments make assistantship decisions in the spring for the coming academic year.

Check the departments to which you wish this application to be sent:

- | | |
|--|--|
| _____ Admissions
<i>assist with admission processes</i> | _____ Holmes Cultural Diversity Center |
| _____ Center for Alcohol and Drug Education
<i>alcohol education programming</i> | _____ Housing and Residence Life
<i>resident directors, security system coordinator, wellness coordinator, financial coordinator</i> |
| _____ Colvard Student Union
<i>union operations</i> | _____ Recreational Sports
<i>facility managers, intramural sports, fitness, aquatics</i> |
| _____ Counseling Center
<i>peer counselor supervision, supervised counseling, outreach programming, computer based testing</i> | _____ Research Council
<i>data analysis, report writing, committee support</i> |
| _____ Dean of Students
<i>assist with judicial hearings</i> | _____ Student Life
<i>Greek life advisor</i> |
| _____ Enrollment Services
<i>assist with the recruitment of students to MSU</i> | _____ Student Support Services
<i>case managers</i> |
| _____ Other: _____ | |

Why are you interested in these particular assistantships?

How will these assistantships help you further your career goals?

Name: _____

List your undergraduate experiences which relate to these assistantships. Include memberships in student organizations, living in residence halls, leadership positions you have held, etc., if they relate to your application. Include dates for each experience.

List employment or volunteer experiences which relate to these assistantships. Include dates for each.

Is there anything else you would like us to know which would help us make an appropriate decision?

Signature: _____ Date: _____

If you are applying for assistantships in **Counseling Center, Housing and Residence Life, Recreational Sports, or Research Council**, complete the required supplemental questions. Otherwise, you may stop here. Return this form **with a resumé** to 115 Lee Hall or mail it to:

**Division of Student Affairs
P.O. Box DS
Mississippi State, MS 39762**

Name: _____

FOR CAREER SERVICES APPLICANTS ONLY:

If you have taken the following courses, tell us when and where.

Course	Sem/Yr	Institution
Facilitative Skills Development	_____	_____

Career Development Counseling	_____	_____
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FOR COUNSELING CENTER APPLICANTS ONLY:

List the counseling and psychology courses you have taken. Attach a separate sheet if necessary.

Course	Sem/Yr	Institution	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FOR RESEARCH COUNCIL APPLICANTS ONLY:

List the courses you have taken which relate to statistics or research.

Course	Sem/Yr	Institution	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____