RESIDENCE DIRECTOR
Division of Student Affairs

POSITION SUMMARY

The Department of Residential Education and Housing Services fosters safe, inclusive, and educational residential environments. It intentionally challenges and supports students to embrace global citizenship, civility, and self-accountability both on and off campus.

The Residence Director (RD) is a 10-month live-in position responsible for the overall administration of coeducational residential communities. RDs will provide direct supervision to a paraprofessional staff of 11-18 and a set of residential communities ranging from 315-515 undergraduates (with a total on-campus population of 1670 undergraduates). Our RDs are responsible for fostering an appreciation for diversity, equity, inclusion and cultural competency in the halls, staff supervision, student conduct, counseling/referral, programming, and general building administration.

The Residence Director reports to the Assistant Director of Residential Education and Housing Services and serves as a member of the Student Affairs Team.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

STAFF SUPERVISION, TRAINING & EVALUATION

- Actively participate in the planning and facilitation of training sessions for undergraduate staff.
- Conduct weekly Area Staff and 1:1 meetings
- Assist in the development and implementation of the Resident Advisor selection process.
- Provide ongoing feedback to staff through a mid-year formal evaluation.
- Assist staff with managing conflicts in a positive and productive manner.
- Assist staff with problem solving, conflict mediation, and crisis management in the residential community.

COMMUNITY DEVELOPMENT

- Actively encourage the concept of educational programming by serving as an information source, program presenter, motivator, etc.
- Supervise the staff in meeting program expectations as outlined in the staff manual.
- Actively participate in programs in the assigned area.
- Identify students with personal, social, academic or disciplinary problems and assist them with such problems conscientiously and appropriately either directly or through referral to the Emmons Student Wellness Center or other community resources.
- Take lead role in managing crisis situations.
- Oversee successful implementation of special interest programs in various theme halls (First Year Communities, Multicultural Hall, Substance-Free Halls, etc.).

JUDICIAL MANAGEMENT

- Serve as a judicial officer within Office of Student Conduct.
- Support and supervise hall staff in taking appropriate actions when dealing with students whose behavior needs to be limited or corrected.
- Meet with students who are involved in serious or ongoing behavioral incidents.
• Advise students in making appropriate and empowering choices regarding peer group pressure, conflict management, interpersonal skills, etc.
• Design and assign appropriate educational sanctions conducive to student learning, retention, academic success, and behavior modification.

ADMINISTRATIVE/OPERATIONAL DUTIES
• Be available to staff and students during the day and evening duty and office hours.
• Keep accurate records of programming efforts, judicial concerns, etc.
• Prepare reports as requested (programming, judicial, annual report, etc.)
• Meet deadlines and provide appropriate follow up.
• Process reimbursements to staff and students in a timely manner.
• Share rotational on-call responsibilities, serving the entire campus community.
• Head one area of development within ResEd (RA Training, RA Selection, Housing, etc.)
• Oversee departmental committees/initiatives as needed

FACILITIES MANAGEMENT
• Maintain accurate room condition reports for all rooms within eRezLife
• Be in constant contact with the Associate Director of Housing Services about issues within the halls
• Be aware of and actively encourage safety within the assigned area. Follow-up with ongoing security concerns such as propped doors, maintenance issues, etc.
• Assess physical condition of assigned buildings by completing a bi-weekly area walk-through
• Disseminate necessary information to staff and residents through meetings, department website, and residence hall mailing lists

CAMPUS SUPPORT
• Be available to assist and support with campus wide programming efforts (Oxy engage, Orientation, etc.)
• Attend important campus community events (Orientation, Convocation, Homecoming, Graduation, etc.)
• Serve on campus committees and task forces as needed

OTHER DUTIES AS ASSIGNED
• Be available and open to participating in other activities as needed

QUALIFICATIONS
• Bachelor’s Degree Required with a Master’s Degree in higher education administration, student development, counseling or related field preferred
• One year of post baccalaureate residence life experience (graduate or professional)
• Strong leadership ability and excellent communication skills
• Strong knowledge and experience in judicial affairs is preferred
• Demonstrated experience in developing diverse, inclusive, welcoming and global communities in a residence hall environment
• This position is required to live on campus in an apartment provided by the College.
• This position is renewable for three years based on performance. A fourth year is possible at the discretion of the College.

COMPENSATION
• Competitive salary and full benefits package (domestic partner benefits available)
• Furnished apartment, cable TV (with DVR), internet, and utilities included
• Meal plan
• Professional development funding
**10-MONTH CONTRACT DETAILS**

This is a 10-month position that will typically have the following dates off:
- The entire week before Thanksgiving Day (Wednesday – Wednesday) – the College is officially closed on Thanksgiving Day and the day after
- The week of Spring Break – this typically falls the second week of March
- The last week of May through the first week of July (6 weeks total)

You will have access to your apartment and all campus resources during the times you have off. Meal plans will be active during your Thanksgiving and Spring Break break periods, but will not be active during the May through July break period.

**APPLICATION INSTRUCTIONS**

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.