



## JOB/POSITION DESCRIPTION

### Resident Director (RD)

#### APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this job you should submit a [KWU Employment Application Form](#), a cover letter, and resume/curriculum vitae. Please email all materials to [nate.thies@kwu.edu](mailto:nate.thies@kwu.edu) (preferred method) or mail the same to The Office of Human Resources, Campus Box 33, Kansas Wesleyan University, 100 E. Claflin Ave., Salina, KS 67401-6196. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. If emailing, make sure you reference the position title on the subject line of your email.

The timeline for filling this job is:

- Applications will be taken until the position is filled.
- Interviews will begin as soon as qualified applications are received.
- Position is to be filled as soon as possible.

We will NOT check personal references or present and past employers without first notifying you of our intent to do so. KWU is an Equal Opportunity Employer, and we will acknowledge receipt of your application as soon as we receive it.

#### ADMINISTRATIVE INFORMATION

**POSITION'S TITLE:** RESIDENT DIRECTOR (RD)

**POSITION'S OPERATING GROUP:** Student Development Office

**OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES:** The Student Development Office advances the mission of Kansas Wesleyan University through spiritual development, personal well-being, and social responsibility.

**POSITION'S DEPARTMENT:** Residence Life

**DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES:** To teach, plan, coordinate, and supervise residence hall activities and student development programs that will enhance the growth, education, and service opportunities for students and the campus community. To teach communal living to students, and to provide a safe and attractive living environment that meets the safety, security, and physical needs of the residents.

**POSITION'S DIRECT SUPERVISOR:** Nate Thies, Associate Director of Student Development

**DATE JOB LAST REVIEWED OR ANALYZED:** May 2018 – Reviewed by Bridget Weiser and Frank Roth (Director of HR).

**POSITION'S EMPLOYMENT STATUS:** Part Time, Staff, Exempt (Teaching Duties Exemption), At-will

**JOB'S SALARY OR SALARY RANGE AND BENEFITS:** Dependent upon experience and qualifications.

#### JOB INFORMATION

**POSITION'S SUMMARY:** The Resident Director (RD) is a member of the Student Development Office. This live-in position serves primarily as a teacher to students regarding communal living and activity planning skills, and is a collaborative member of the office staff and supervises an assigned residence hall, assisting with the development of multiple projects throughout the department.

**POSITION WORKS WITH:** The Student Development Office staff of 5-8 people. In addition, this job works with assigned Resident Assistants (RAs), students, faculty, staff, community and alumni.

**POSITION'S STAFF AUTHORITY:** None

**POSITION'S BUDGET AUTHORITY:** None

**POSITION'S PHYSICAL WORKING CONDITIONS:** Approximately 25% of time spent in a temperature-controlled office environment and 75% of the time spent in the residence halls.

**POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** None

**POSITION'S EQUIPMENT:** University phone system, University computer system, desktop computer.

**POSITION'S WORK SCHEDULE:** A flexible, part time work schedule, requiring some nights and weekends in order to accommodate students and the department. The day-to-day work schedule may change based on event schedule, duty schedule, etc.

**POSITION'S TRAVEL REQUIREMENTS:** Occasional off-campus event venues.

## JOB DUTIES AND PERFORMANCE MEASURES

### **JOB'S ESSENTIAL DUTIES:**

1. Primary Job Duties (65%)
  1. To teach the best practices and responsibilities of communal living.
  2. To assist, when needed, with various tasks within the Student Development Office.
2. Resident Director Supplemental Job Duties (30%)
  1. Responsible for communicating and enforcing the policies and processes necessary for creating and maintaining a healthy and safe living environment.
  2. Assist with the recruitment and selection of Resident Assistants (RAs).
  3. Effectively and efficiently manage the RAs assigned to them, oversee their training, and conduct at least quarterly performance reviews.
  4. Serve as the "on call" contact for Resident Life Staff when on-duty and conduct evening rounds of residence halls and campus apartments, when required.

### **JOB'S OTHER DUTIES** (5% of time):

1. Perform other appropriate and reasonably required duties as assigned by the job's supervisor.

### **JOB'S PERFORMANCE MEASURES:**

1. Quality, quantity, and timeliness of programs created and implemented.
2. Residential student survey of satisfaction with resident life and the employee's performance.
3. Supervisor and peer survey of employee performance and willingness to support and contribute to department growth and success.
4. Resident Hall survey of RD's ability to communicate and fairly administer university policies and processes.
5. Survey of RD's supervision responsibilities as judged by the supervised RA's.
6. Supervisor evaluation of RD's management and on-duty conduct and performance.

## JOB QUALIFICATIONS

### **EDUCATION:**

- MINIMUM REQUIRED: Bachelor's Degree

### **CERTIFICATIONS AND LICENSES:**

- MINIMUM REQUIRED: Valid driver's license.
- PREFERRED: First Aid/CPR certification.

### **WORK EXPERIENCE:**

- MINIMUM REQUIRED: One year of work experience (or equivalent internship) in the field of campus recreation-athletics-residence life, or degree.
- PREFERRED: None

### **KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:**

- MINIMUM REQUIRED
  - Strong communication and organizational skills.
  - Demonstrated ability to understand and learn new processes and policies quickly.
  - Demonstrated ability to recognize the need for confidentiality in crisis situations.
  - Demonstrated ability to energize and develop a strong student-centered atmosphere.
  - Commitment to the philosophy of private, higher education and the mission of the University
  - Demonstrated ability to work in diverse community.
  - Demonstrated ability to prioritize and manage multiple projects and responsibilities.

- Demonstrated ability in using Word, Excel, Power Point, and Outlook.
- PREFERRED
- Demonstrated ability to create and organize highly effective and efficient events, with the ability to execute those plans within required timelines; and to do so with limited supervision.

#### NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.