

## Resident Director

### About our Department:

The Department of Residence Life is a rapidly growing department with 10 full time administrative staff members, 13 Resident Directors including Traditional Hall Staff, Leadership, LLC/FYE, Desk Services, and 90+ Student Staff. Through a combination of residence halls and apartment communities, we offer a variety of living options to nearly 2,800 residents. We currently offer six Living Learning Communities (La Casa, Emerging Leaders, Civic Engagement, Engineering, Resorts and Recreation, and University Honors) and are working on additional communities for the future.

Residence Life strives to provide a clean, well-maintained, safe, and inclusive living learning environment that is conducive to academics and the personal development of all residents. Activities and services are designed to develop community while encouraging academic and social success.

### Position Description:

As staff members within the Department of Residence Life, Resident Directors perform the following duties:

- Maintain 28 hours per week (Ex: office hours, conduct meetings, staff meetings)
- Serve as the primary administrator of an on campus community with occupancy between 100 and 450 students
- Select, supervise, train, and evaluate 4-10 Student Staff
- Provide guidance and support to staff and student leaders regarding curriculum implementation
- Serve as a university conduct advisor, adjudicating Student Code of Conduct and residence hall policy violations
- Coordinate in-hall duty and desk schedules
- Serve as the advisor to the Hall Council and any sub-committees
- Coordinate weekly staff meetings and individual one-on-one meetings with each Student Staff
- Participate in a campus wide on-call duty rotation throughout the academic year and university breaks
- Develop and implement continual Student Staff training
- Serve on various divisional and departmental committees
- Opportunity to serve on special projects (student conference advising, administrative, etc.)
- Serve as a Summer Conference Coordinator
- Other duties as assigned

### Contract Details & Remuneration:

The Resident Director position is a 12 month live-in position beginning July 13, 2020.

Resident Directors receive a monthly stipend of \$1,265, a furnished apartment (including all utilities), tuition waiver (including out of state) for up to 18 hours per academic year, and a \$500 meal allowance each semester, and up to a \$250 meal allowance during the summer months. Resident Directors are responsible for student fees.

Additionally, each Resident Director receives \$1,000 in professional development funds per academic year. These funds can be used to attend conferences or other professional development materials (excluding class materials), or paying for membership to national organizations. The department will also support attendance at one regional conference a year (Academic Initiatives Conference, Institute for Curricular Approach, Business Operations, and Housing Facilities)

Out of state summer internship opportunities will be limited due to the high workload in the summer months. We highly encourage our staff to seek local internships to accommodate academic requirements.

### Academics:

Must be enrolled in a graduate program at Arkansas Tech University as a degree-seeking full-time student. Student Affairs Administration or related field preferred. To find out more information about the programs we offer, please visit [atu.edu/gradcollege/](http://atu.edu/gradcollege/)

### How to Apply:

Please submit a cover letter, resume, three professional references, and an unofficial transcript to [recruitment@atu.edu](mailto:recruitment@atu.edu). Arkansas Tech University is participating in the Oshkosh Placement Exchange to identify potential Resident Directors. We will also conduct Zoom or phone interviews with candidates who are unable to attend.

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