



# RESIDENT DIRECTOR

## (GRADUATE ASSISTANT)

### ABOUT OUR DEPARTMENT

The Office of Residence Life is a rapidly growing department with 9 professional and administrative staff members, 14 Resident Directors, and 85+ Resident Assistants. With 17 residence halls and apartment communities, we offer a variety of living options to 3,000 residents. Since 2005, the department has added over 1,100 beds through new construction and renovation. We currently offer two Living Learning Communities (Agriculture and First Year Experience) 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 study and the personal development of all residents. Activities and services are designed to develop community while encouraging academic and social success.

Opportunities for student engagement are abundant through positions as student staff members, Hall Government, the Residence Hall Association, the National Residence Hall Honorary and Resident Assistant Council. Our Resident Directors work directly with the students in the residence halls and are responsible for the supervision and advisement of these groups.

### POSITION DESCRIPTION:

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

- Serve as the primary professional staff member in a residence hall/apartment complex with occupancy between 28 and 338 students
- Supervise 2-10 Resident Assistants and up to 5 other student desk attendants
- Provide guidance and support to staff and student leaders regarding programming efforts in residence hall and across campus
- Serve as a university conduct advisor, adjudicating Student Code of Conduct and residence hall policy violations
- Coordinate in-hall duty and desk schedules
- Perform all necessary administrative functions to ensure effective and efficient operation of the residence hall or community
- Serve as the advisor to the Hall Government and any of its sub-committees
- Coordinate weekly staff meetings and individual one-on-one meetings with each RA
- Participate in a campus wide on-call system
- Develop and implement continual student staff training and development
- Serve on various department committees (ex: RD and RA training, RD and RA recruitment, etc.)
- Opportunity to represent the department and university at the regional and national level through conference attendance and program presentation
- Opportunity to work on an assigned special project (student organization advising, administration, student development initiatives, housing operations, diversity and social justice, etc.)
- Other duties as assigned

### REMUNERATION:

The Resident Director position is a 12-month position beginning July 1, 2016.

Resident Directors receive a monthly stipend of \$1000, 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. Resident Directors are responsible for the remainder of tuition and fees.

Additionally, each Resident Director receives \$1,000 in Professional Development funds per academic year. These funds can be used to attend conferences, purchase books, or other professional development materials (excluding class materials), or paying for membership to national organizations.

### HOW TO APPLY:

Please submit a cover letter, resume, three professional references, and an unofficial transcript to [recruitment@atu.edu](mailto:recruitment@atu.edu). Additionally, Arkansas Tech University is participating in the Oshkosh Placement Exchange to identify potential Resident Directors. We will also conduct Skype or phone interviews with candidates whom are unable to attend. For more information, please visit [www.atu.edu/graduateassistants/ss/recruitment](http://www.atu.edu/graduateassistants/ss/recruitment).