



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 88 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. Additionally, the department has expanded its living options by offering the Agriculture Living Learning Community, which opened in the fall of 2014, and a First Year Experience Living Learning Community coming very soon.

The primary focus of the Office of Residence Life is to support the success of our residents. The department strives to enhance the academic experience of our students and help build connections by fostering a comprehensive learning environment, which will promote maturity, responsibility, and above all, academic 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 halls and through the mentioned student groups. Resident Directors 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 staff members
- Provide guidance and support to all staff and student leaders regarding programming efforts in hall and across campus
- Serve as a University Conduct Officer, 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 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 staff meetings
- 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, Professional Development, Appreciation and Recognition)
- Opportunity to represent the department and university at the regional and national level by conference attendance and program presentation
- Opportunity to work on an assigned special project (student organization advising, administration, student development initiatives, housing operations, etc.)
- Other duties as assigned

Remuneration:

The Resident Director position is a 12-month position beginning July 1, 2015.

Resident Directors receive a monthly stipend of \$1000, a furnished apartment (including all utilities), tuition waiver (including out of state) for six hours in the fall and spring and three hours each summer session, 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 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. 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 that are not able to attend. For more information, check out www.atu.edu/reslife/recruitment.