



Position Description:

As staff member within the Department of Residence Life, the Resident Director will perform the following duties:

- Maintain 25 hours per week (Ex: office hours, conduct meetings, staff meetings).
- Receives, reviews, and audits documents to ensure completion; and verify codes, calculations, authorizations, and additional required information.
- Prepares forms, correspondence, reports and other documents utilizing appropriate software.
- Respond to the needs and concerns of residents and/or parents in an appropriate and timely manner.
- Report severe, sensitive student or parental concerns to the Associate Dean for Residence Life.
- Collaborate and develop good working relationships with all areas of the campus community.
- Communicate with vendors and other customers to provide information regarding the status of accounts or other related transactions.
- Maintain and update databases for accuracy of housing assignments and billing purposes.
- Collaborate with Coordinator for Housing Administration to manage academic year and summer housing assignments
- Coordinate new student application, contracting and assignment processes, and annual renewal process for returning students.
- Coordinate periodic reviews of application lists, floor plans, directory information, files, and other critical records.
- Coordinate early arrivals, late departures and transitional housing processes in connection with openings, closings and break periods.
- Coordinate application process and billing for interns during summer housing period, special programs (including ELI, Study Abroad, and Athletics, and assignments for Living Learning Communities).
- Serve on departmental and other University committees/task forces as needed.
- Assist the Assistant Dean for Residence Life in conducting assessment on housing processes.
- Assist the Coordinator for Housing Administration with billing and refund processes as dictated by the University's administrative calendar.
- Perform periodic audits of deposits and income from room charges.
- Complete other projects as assigned.
- Recommend exceptions to policies/practices based on special situations.
- Develop and implement standard operating procedures to be used in training.
- Serve on various divisional and departmental committees.
- Supervise student office assistants.

Contract Details & Remuneration:

The Resident Director position is a 12 month live-in position beginning July 12th, 2021.

Resident Directors receive a monthly stipend of \$1,210, 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 each summer term.

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, to provide professional development materials (excluding class materials), or to purchase 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/