

Position Description:

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

- Maintain 25 hours per week (Ex: office hours, conduct meetings, staff meetings).
- Oversee the student ambassador program (8-10 Ambassadors) that provides tours of Arkansas Tech University Residence Life to prospective students, parents, and community.
- Coordinate housing tours for prospective students and guests.
- Coordinate Main housing office student ambassador schedule.
- Manage all new student events (Open House, Time Out for Tech, etc.).
- Partner with Campus Life for parent and family communication
- Partner with Office of Student Transition for orientation and enrollment functions
- Develop strategies for recruiting new students, including freshmen, transfers, military, graduate students, etc.
- Assists with the execution of department initiatives related to retention, progression, graduation, and student success.
- Research best practices, data and new initiatives related to increasing retention of residential students.
- Participates in department recruitment and retention activities as needed.
- Collaborate with campus partners to promote programs and services in the residence halls (Career Services, Academic Advising Center, Financial Aid, Student Accounts, and Student Affairs).
- Assist in training Residence Life staff in recruitment and retention efforts, including campus partner programs and services.
- Provide student academic progress reports to Residence Directors on students who earn a semester GPA below 2.0 at mid-term and end of term.
- Assess housing tour routes and scripts at least once per semester and make recommendations for improvement
- Oversee preparation of showrooms and ambassadors for special events such as Time Out for Tech, Open House, Tech Advise, etc.
- Evaluate showroom maintenance and display using rubric provided.
- Develop and implement training for continual housing ambassador training and development abiding by the values of courtesy, knowledgeability, and resourcefulness.
- Serve on various department committees (ex: RD and student staff training, RD and student staff recruitment).

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/