BENNETT COLLEGE

Job Posting

Title: Resident Director/Administrative Coordinator
Date of Posting: 09/28/17
Closing Date: 10/31/17
Job Code: 17-0928BRP
Department: Campus Life
Reports To: Director of Campus Life

GENERAL SUMMARY:

Resident Directors are 9-month employees with 12 month housing and pay, full-time, professional live in staff members responsible for developing a community of 50-144 residents. The Resident Director provides support services directly to students, supervises a staff of 2-4 Resident Assistants (RAs), oversees all operational and programmatic activities, and manages incident reports. The Resident Director strives to create a safe and inclusive environment for all students. Resident Directors are expected to provide welcoming and vibrant communities that foster personal growth and enhance the student experience. Successful candidates will be administratively strong, culturally competent and have prior residence life and/or related student affairs experience.

ESSENTIAL JOB FUNCTIONS:

- Staff Supervision and Development:
  - Hire, train supervise and evaluate 2-4 Resident Assistants and front desk staff
  - Attend and assist in facilitating departmental Resident Assistant training. Plan and implement in hall staff training sessions
  - Work with staff members individually to encourage growth and development
  - Organize and facilitate staff development activities to promote a strong sense of team and support, and to respond to staff concerns

    - Develop skills of Resident Assistants in peer helping and referral techniques
    - Provide staff members with ongoing positive and constructive feedback. Handle individual staff concerns as they arise
    - Facilitate weekly staff meeting(s)
- Student and Community Development:
    - Interact with residents from a wide variety of age groups and social backgrounds, providing them with personal and administrative support necessary in developing an inclusive community environment
    - Possess a strong understanding and commitment to the development of students
    - Advise the elected hall/community association officers and student staff to coordinate an effective hall organization. Attend hall and community association meetings
    - Become acquainted with students living in the hall and provide personal and administrative support necessary in developing an inclusive community environment
    - Work with students to develop and maintain an atmosphere conducive to study and community living, and encourage student to take responsibility for developing a community atmosphere
    - Implement departmental community building model focusing on five areas: connecting with residents, connecting residents to each other, connecting residents to Bennett College, connecting residents to the world, and educating residents.
    - Counsel, advise, and provide appropriate referrals to residents in need of professional services
    - Handle emergency or crisis situations appropriately as they arise
    - Apply conflict resolution skills and counseling techniques when responding to student crisis situations
    - Be familiar with and enforce the rules and regulations of Bennett College and the Office of Campus Life
    - Direct hall level student conduct efforts. Address inappropriate behavior of students incorporating a student development perspective and in following due process, determine fair and appropriate sanctions. Make conduct and counseling referrals as appropriate
    - Initiate change, and develop and implement new ideas and concepts to improve the quality of life within the residence hall.

- Administrative Coordinator:
    - Ensure residence hall safety and security procedures are established and maintained
    - Assist with the review, update and maintenance of staff crisis protocol, staff manuals, on-line forms, residence hall policies and procedures and web page design
    - Act as a liaison between the Department of Public Safety and Residence Life
    - Encourage, develop and foster professional development opportunities for residence life professional staff
    - Establish a faculty in residence program for each residence hall
    - Establish and advise the Residence Hall Association
- Administration:
    - Communicate regularly with the Director of Campus Life, providing accurate and detailed information
    - Inform Director of Campus Life of events in the residence hall on a timely basis
    - Maintain office hours
    - Open and close residence halls at the beginning and ending of each semester and during holiday breaks
    - Submit summary closing reports at the end of each semester
    - Facilitate residence hall operations including room assignments, in hall and between hall transfers
    - Provide, coordinate, and supervise desk coverage. Monitor and/or administer student employee scheduling and payroll preparation
    - Review and authorize expenditures to keep the residence hall in operating order, ensuring that budgetary guidelines are followed. Budgets include staff development, community building, hall/community association, office supplies, and payroll.
    - Serve as a liaison to maintenance and custodial staff. Report, track and follow up on facilities issues in the hall. Advocate for facilities improvements to enhance student development and academic success within the residence halls
    - Tour and inspect facilities to ensure building security and safety
    - Provide and share on-call coverage for campus, including weekend and holiday coverage
    - Conduct health and safety inspections
- On Call Responsibilities:
    - When on duty the Resident Director is expected to respond to crisis situations on campus

- Responds to students and parents on residential life issues
- Assists with duty during sporting and special events on weekends and evenings

- Department and College Relations:
  - Serves on departmental committees, and has an opportunity to serve on College-wide committees
  - Attends department staff meetings, in service training programs, one-on-one meetings with the Director of Campus Life
  - Acts as a liaison with faculty, and College offices
  - Summer responsibilities may include training, operations, summer housing or special projects as assigned by the Director of Campus Life
  - Assists with the implementation of College and departmental goals and objectives and other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of supervisory practices and principles, supervisory skills
- Knowledge of crisis intervention strategies, helping skills
- Effective oral and written communication skills, ability to communicate effectively with individuals from a variety of culturally diverse backgrounds.
- Knowledge of administrative practices, organizational skills
- Knowledge of student development theory and practice
- Ability to work independently and meet multiple task deadlines
- Ability to establish and maintain effective student and staff relationships
- Understanding of and commitment to a multicultural/diverse campus community
- Aware of and commitment to the mission of Residence Life and Bennett College

EDUCATION AND EXPERIENCE:

- A Master's Degree in Higher Education, Student Personnel, Counseling or related field is strongly recommended. Bachelor's degree required with three years residence hall experience
- 1-3 years of progressively responsible experience working in a student affairs setting at the professional or graduate level. Prior

residence hall experience at the graduate or professional level is preferred
    - Demonstrated understanding of the student development theory
    - Demonstrated knowledge of and commitment to diversity
    - Strong leadership, communication and interpersonal skills

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- cover letter
- resume
- application for employment (found at www.bennett.edu)
    - reference Job Code **17-0928BRP**
- three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year)
- unofficial transcripts from every college and university attended
    - official transcripts are required if an offer of employment is accepted

ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED

Applicant packets must be received ONLY by email at: hr@bennett.edu

Resumes received without the job code will not be considered.

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.