



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: NUNC
Date created or revised: 12/22/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: Yes

Title: Residence Hall Director
Status: Full-time, 10-Month (Academic Year), 35 Hours/Week
Union Affiliation: PSA@RIC (Professional Staff Association)
Grade: 4
Reports To: Area Coordinator

PRIMARY PURPOSE:

Direct and administer a comprehensive student personnel and management program in a residence hall housing approximately 140 to 367 students. Provide day-to-day leadership, supervision and service in the assigned hall.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Select, train, supervise and evaluate a student staff, which consists of at least four (4) resident assistants.
- Ensure that educational, informational and social events/activities that foster personal and community development are provided for resident students.
- Maintain a high level of student contact through availability and visibility with individuals and groups in the residence hall in order to facilitate academic, personal and emotional growth.
- Develop and advise student groups within the residence hall (i.e. hall council).
- Enforce and support all college and departmental policies and procedures in order to develop a positive and orderly atmosphere with an emphasis on personal and social responsibility.
- Handle all judicial issues and emergency situations that develop within the residence hall (with the assistance of appropriate college individuals and/or departments).
- Develop and conduct staff development programs/orientation for the resident assistant staff.
- Work with the Housekeeping Supervisor and the Facilities and Operations Department to maintain on-going programs of hall maintenance, cleaning and refurbishment.
- Provide appropriate counseling and/or referral for individual students or staff when needed.
- Supervise Central Office projects/tasks as assigned by the Director of Residential Life and Housing.
- Select, train, supervise and evaluate student employees in the residence hall.
- Serve on assigned departmental committees and represent the Office of Residential Life and - Housing on campus-wide committees.
- Investigate and respond to concerns and complaints of students, parents, college administrators and others, in a manner that provides accurate information and fosters good public relations.
- Share on-call responsibility with other Residence Hall Directors that includes responding to crisis situations during evening and late-night hours.

Occasional Job Functions:

Assume other duties and responsibilities as assigned by the Area Coordinator.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's Degree.

Experience:

Previous paid residence hall employment experience.

Skills, Knowledge and Abilities:

- Demonstrated skills in administration, organization, and supervision.
- Ability to plan and implement programs, counsel students and involve oneself with College activities.

PREFERRED:

Master's Degree in Counseling/Student Personnel.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.