



Position Description Resident Director (RD)

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter
3. Resume/curriculum vitae,
4. Three references
5. Desired salary
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon July 1, 2024.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION'S TITLE: RESIDENT DIRECTOR (RD)

POSITION'S OPERATING GROUP: Student Development Office

OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES: The Student Development Office advances the mission of Kansas Wesleyan University through spiritual development, personal well-being, and social responsibility.

POSITION'S DEPARTMENT: Residence Life

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: To teach, plan, coordinate, and supervise residence hall activities and student development programs that will enhance growth, education, and service for students, and the campus community. Also, to teach communal living to students, and to provide a safe and attractive living environment that meets the safety, security, and physical needs of the residents.

POSITION'S DIRECT SUPERVISOR: Director of Student Housing and Engagement

DATE POSITION LAST REVIEWED OR ANALYZED: January 2024 – Reviewed by Assistant Vice President for Student Engagement and Success, Director of Student Housing and Engagement, and Human Resources.

POSITION'S EMPLOYMENT STATUS: Full-Time, Staff, At-will.

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Salary to be determined at hiring based on the applicant's qualifications and experience. Please submit your desired salary with your application and supporting documents. Benefits are available for full-time employees.

JOB INFORMATION

POSITION'S SUMMARY: The Resident Director (RD) is a member of the Student Development Office. This live-in position serves primarily as a teacher to students regarding communal living and activity planning skills and is a collaborative member of the office staff and supervises assigned university housing while assisting with the development of multiple projects throughout the department.

POSITION WORKS WITH: The Student Development Office staff of 5-8 people. In addition, this job works with assigned Resident Assistants (RAs), students, faculty, staff, community, and alumni.

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: None

POSITION'S PHYSICAL WORKING CONDITIONS: Approximately 65% of time spent in a temperature-controlled office environment, 15% of the time spent at the venue of events, and 20% of the time spent in the residence halls.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT: University phone system, University computer system, desktop computer.

POSITION'S WORK SCHEDULE: A flexible, full-time work schedule, with daytime office hours and regular night and most weekends availability, in order to accommodate students and the department. The day-to-day work schedule may change based on event schedule, duty schedule, etc.

POSITION'S TRAVEL REQUIREMENTS: Occasional off-campus event venues.

POSITION DUTIES AND PERFORMANCE MEASURES

POSITION'S ESSENTIAL DUTIES:

1. To teach the best practices and responsibilities of communal living.
2. To assist, when needed, with various tasks within the Student Development Office.
3. Responsible for communicating and enforcing the policies and processes necessary for creating and maintaining a healthy and safe living environment.
4. Administrative management of assigned university housing.
5. Assist with the recruitment, selection, and training of Resident Assistants (RAs).
6. Effectively and efficiently manage the RAs assigned to them, oversee their training, and conduct quarterly performance reviews.
7. Serve as the "on call" contact for Resident Life Staff when on-duty and conduct evening rounds of residence halls and campus houses, as required.
8. Assist as needed in student conduct processes within halls and policy enforcement as a student conduct administrator.
9. Prepare and maintain hall rosters, billing, roommate matching, housing assignments, and various housing reports.
10. Plan and facilitate all-hall level events regularly during the school year and assist with other student engagement events.

POSITION'S OTHER DUTIES:

1. Perform other appropriate and reasonably required duties as assigned by the job's supervisor.

POSITION'S PERFORMANCE MEASURES:

1. Quality, quantity, and timeliness of programs created and implemented.
2. Residential student survey of satisfaction with resident life and the employee's performance.
3. Supervisor and peer survey of employee performance and willingness to support and contribute to department growth and success.
4. Resident Hall survey of RD's ability to communicate and fairly administer university policies and processes.
5. Survey of RD's supervision responsibilities as judged by the supervised RA's.
6. Supervisor evaluation of RD's management and on-duty conduct and performance.

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Bachelor's Degree

CERTIFICATIONS AND LICENSES:

- MINIMUM REQUIRED: Valid driver's license.

- PREFERRED: First Aid/CPR certification.

WORK EXPERIENCE:

- MINIMUM REQUIRED: One year of work experience (or equivalent internship) in the field of campus recreation/athletics/residence life, or degree.
- PREFERRED: None

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA’s:

- MINIMUM REQUIRED
 - Strong communication and organizational skills.
 - Demonstrated ability to understand and learn new processes and policies quickly.
 - Demonstrated ability to recognize the need for confidentiality in crisis situations.
 - Demonstrated ability to energize and develop a strong student-centered atmosphere.
 - Commitment to the philosophy of private, higher education and the mission of the University
 - Demonstrated ability to work in diverse community.
 - Demonstrated ability to prioritize and manage multiple projects and responsibilities.
 - Demonstrated ability in using Word, Excel, Power Point, and Outlook.
- PREFERRED
 - Demonstrated ability to create and organize highly effective and efficient events, with the ability to execute those plans within required timelines; and to do so with limited supervision.

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.