

Resident Director
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=237750>

Downloaded On: Jun. 29, 2024 10:42am

Posted Jun. 14, 2024, set to expire Oct. 14, 2024

Job Title Resident Director

Department Campus Housing

Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Jun. 14, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Residential Life

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Resident-Director_RQ28123

Apply By Email

Job Description

Job Description

MAJOR DUTIES AND RESPONSIBILITIES:

STAFF DEVELOPMENT & STUDENT LEADERSHIP

- Provides supervision, timely feedback and evaluation, as well as holding accountable a staff of Resident Assistants (and Graduate Assistant, where applicable).
- Works with the Assistant Director for Residential Education for selection on the annual recruitment, interviewing, and selection of student staff members.
- Works with the Assistant Director for Residence Life for training to develop pre-semester and in-service student staff training programs or events, and workshops for a variety of staff lines.

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COMMUNITY DEVELOPMENT

- Develops and implements events and community engagement opportunities that support the residential curriculum in accordance with the Office of Residential Education's vision, mission, and goals, which can be accomplished by assisting in the creation of lesson plans and curriculum assessment.
- Assists with writing lesson plans for the curriculum and with curriculum assessment.
- Provides support, advisement, information, and referral services for residents as needed.
- Works with Resident Assistants in the development of student relationships and programs that promote community within residential communities.
- Promotes programs and activities that contribute to the academic and personal development of residents, and that creates a positive atmosphere for residents and guests.
- Contributes to an effective student conduct program with an emphasis on education, ethical development, and community responsibility in conjunction with the Director of Student Conduct, through the timely adjudication of Student Code of Conduct violations.
- Interprets, communicates, and enforces university policies, rules, and regulations.
- Refers incidents and students of concerns to the Office of Residential Education management team, the CARE team, the Dean of Students' Office, and/or the Title IX Officer depending on the type, scope, and severity of the misconduct.
- Works closely with the Assistant Director for Residential Education to help create and maintain strong and responsive residence hall government(s).
- Advises Hall Council and encourages resident involvement in governance and event planning for the community.

ADMINISTRATION

- Manages the daily operation of residential facility(s) housing for 200-500 students.
- Oversees the opening and closing of residential communities in their area (at the beginning and end of each semester as well as during break and intersession periods) in a well-coordinated fashion and ensures appropriate staffing during these periods effectively. Preparations include: advertisement postings/notices; necessary forms and data; room, common area, and reception desk inventories; floor meetings; and coordination of staff schedules.
- Utilizes (RMS) software, performs the check-in and check-out of residents, and supports the Office of Residential and Dining

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- Services in maintaining room occupancy, processing room changes, and accurately reporting no-shows and vacancies.
- Prepares annual reports for the Director of Residential Education that focus on special developments, routine events, staff and resident needs, and areas in need of attention. Reports are completed in cooperation with student staff input.
- Assists in the development of manuals, educational materials, training programs, and procedures for the residence hall staff.
- Manages the payroll process for student staff by maintaining accurate records of student employment and hours worked.
- Attends Residential Education staff meetings, Student Affairs All-Staff Meeting Division meetings, and other meetings as assigned.
- Meets regularly with the Assistant Director for Residential Education.

PROFESSIONAL DEVELOPMENT

- Maintains current working knowledge in the field of student personnel and/or higher education administration. It is the expectation of the Office of Residential Education that the Resident Director will grow professionally and develop contacts beyond Residential Education and Student Affairs at Stevens Institute of Technology. Suggested participatory involvements include: campus-wide committees, search committees in other departments, presentation of programs at regional or larger conferences related to residence life and/or student development, and cooperative programming with other departments
- Serves on departmental committees, including but not limited to, training, selection, Residence Hall Association, National
- Residence Hall Honorary, residential curriculum, and assessment, as assigned.
- Demonstrates initiative, dependability, and a positive attitude.
- Involvement/exposure to other Student Affairs programs on campus are strongly encouraged.

ADDITIONAL DUTIES

- Assists with undergraduate student staff, graduate staff, summer interns and other professional searches within the Office of Residential Education.
- Covers for other Resident Directors when needed/appropriate, i.e., emergencies, building functions, etc.
- Participates in the campus-wide Open Houses and Admitted Students Days.
- Participates in a rotating on-call duty schedule and responds to emergency calls on a 24-hour

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basis.

- Performs additional duties and responsibilities as assigned.

QUALIFICATIONS:

Required

- Master's Degree in Student Personnel, Student Affairs or Higher Education Administration, or related field is required.
- Previous supervisory experience and experience managing student conduct issues and a demonstrated understanding of issues facing college students.

Preferred

- One year of professional residence hall experience preferred.
- Experience developing residence hall communities, providing educational and personal support for students through programming, responding to student concerns and behaviors, advising hall councils, facility and administrative management, and participation in department initiatives and campus life is preferred.

EMPLOYMENT INFORMATION AND COMPENSATION

- This is a twelve (12) month, live-on position. A furnished apartment (sizes vary based on location) is provided with that includes internet access and cable television connection, as well as an on-campus parking pass. Additionally, a limited meal allowance is also provided during the academic year.
- The annual starting salary for this position is \$52,000, plus a comprehensive benefits package.
- The anticipated start date for this position is August 1st , 2024.

Department

RESED Campus Housing

General Submission Guidelines:

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on

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the job.

Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu.

EEO Statement:

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff, and student body and strongly encourages applications from people of all backgrounds. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

NSF ADVANCE Institution Stevens values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with disabilities.

Jeanne Clery Disclosure:

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report which includes statistics mandated by the Clery Act. [Click here](#) for a copy of this report.



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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