

TEXAS  STATE®
HOUSING AND
RESIDENTIAL LIFE

The Residence Director is responsible for the daily operation of a large residence hall area (approximately 250-700), which includes developing a comprehensive residence hall educational program that enhances students' development while promoting the learning outcomes of the department and university. This includes intentional programming, assisting students with personal needs, reporting facilities issues, and maintaining an environment within the hall that is conducive to living and learning, engaging in the hall and campus community, the efficient operation of the hall desk, supervising the paraprofessional staff assigned to the hall, and overseeing the facility management of the building. The Residence Hall Director reports directly to an Assistant Director for Residential Life.

Essential Duties:

Student Interaction and Development

- Advise Hall Council
- Maintain frequent and regular contact with student employees through individual meetings and follow up phone contact
- Oversee student conduct process in residence hall
- Participate in University programs and committees

Supervision and Recruitment

- Select, supervise, train, motivate and evaluate 6 to 22 Resident Assistants and additional desk workers
- Provide staff development and leadership training to paraprofessional staff members and residence hall students
- Assist with monitoring the University food service program
- Attend training sessions and staff meetings as requested
- Supervise hall desk operations including assignments
- Participate in selection of new residence hall professional and paraprofessional staff

Establishing a Safe, Sustainable, and Healthy Living Environment

- Walk the residence hall on a regular basis
- Supervise the facility management of the assigned residence hall
- Respond to critical incidents and resident interventions
- Implement policies and procedures as defined by the department

Administrative

- Assume responsibility for several collateral assignments such as committee work on RA training or selection, advising student conduct board, advising RHA, teaching the RA class, Residential College, etc.
- Serve as a department representative on Student Affairs program teams. Participate in Student Affairs Staff Development, other University Staff Developments, and staff development opportunities off-campus
- Monitor a fiscally responsible budget for residence hall community development
- Serve as "on-call" personnel for Housing and Residential Life on rotating business

DEPARTMENT OF HOUSING AND RESIDENTIAL LIFE

601 UNIVERSITY DRIVE | SAN MARCOS, TEXAS 78666-4616 | phone 512.245.3705 | fax 512.245.2761 | WWW.TXSTATE.EDU

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Knowledge, Skills and Abilities

- Understanding of the educational mission of the University, the Student Affairs Division and the Department
- Demonstrated desire to work with diverse populations
- Ability and desire to live and work in a university residential setting
- Knowledge of student development concepts
- Knowledge, ability, and skill to promote an environment conducive to living, learning, and leading
- Excellent interpersonal and communication skills
- Organizational skills
- Conflict resolution and mediation skills
- Computer and technology skills

Minimum Qualifications:

- Bachelor's degree
- Undergraduate experience living in a university residence hall, or participation in a leadership role in residential life, student activities and organizations, student government, or orientation and first year programs.

Preferred Qualifications:

- Master's degree in Student Personnel or related field
- Previous residence hall supervisory experience
- Previous experience as a graduate assistant in student affairs
- Commitment to developing and enhancing a residence hall community which promotes academic success
- Understanding of living-learning communities and of residential education programs that include learning outcomes

Salary:

Starting salary is \$2518/month with excellent benefits. Position includes furnished apartment and meal plan for self and spouse/dependents to assist with the monitoring of the food service operation. Position is eligible for leave benefits. Pet policy allowing small dogs and cats is also available upon request.

Application Instructions:

To be considered for employment a completed Texas State University-San Marcos application, cover letter, resume, and contact information for three professional references must be submitted on Texas State's online application system at <http://www.hr.txstate.edu/employment.html>. Inquiries may also be sent to ninap@txstate.edu.

Texas State University is a member of the Texas State University System. Texas State is an affirmative action and equal opportunity employer. Texas State is committed to increasing the number of women and minorities in administrative and professional positions.

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