The Department of Housing and Residential Life (DHRL) provides welcoming inclusive living communities for our diverse student population that foster academic success, campus engagement, and personal development. We have 20 full time professional Residence Directors serving approximately 7,000 live-on undergraduate students in campus housing. They report directly to an Assistant Director for Residential Life.

The Residence Director is responsible for the daily operation of a large residence hall area (approximately 300-500), which includes the ability to create, implement, and manage a residential curriculum designed to enhance students’ sense of belonging by creating opportunities for them to connect to the University through on campus living. The position is responsible for providing staff supervision, crisis intervention, facilities management, academic support, and conduct response in a student centered manner. DHRL believes that Residence Directors should be educational practitioners who contribute to the development of students’ growth.

Framed by the values of the Department of Housing and Residential Life, the essential duties of the Residence Director at Texas State University include:

Integrity
- Mission: understanding of the mission, vision, values and goals of the University, the Student Affairs Division and the Department
- Supervision: supervise, train, motivate and evaluate paraprofessional staff assigned to your residence hall
- Staff Development: provide development and leadership training to paraprofessional staff members and hall council
- Recruitment: participate in recruitment and selection of new residence hall professional and paraprofessional staff
- Policy: upholding and implementing the policies and procedures as defined by DHRL
- Conduct: oversee student conduct processes in residence hall including serving as an initial review hearing officer, adjudicating cases, and assigning educational sanctions

Community
- Community Development: construct a sense of belonging in the residence hall through the development and application of the residential curriculum, by encouraging students to connect with university support resources, adopt wellness strategies, and explore intrapersonal and interpersonal relationships
- Theory Application: knowledge of student development concepts and usage in the residence hall setting
- Advising: serve as the primary advisor to Hall Council by providing students with intentional interaction that helps to develop them as both individuals and leaders
- Crisis Response: respond to critical incidents as they arise and serve as “on-call” personnel for DHRL on a rotating basis
- Customer Service: provide excellent service and accurate information when responding to student, parent, and staff concerns in order to foster positive relationships
- Facility Management: establish a safe, sustainable, and healthy living environment on your assigned residence hall, working closely with custodial and maintenance staff members

Education
- Residential Curriculum: facilitate the implementation of residential curriculum in your assigned residence hall
- Academic initiatives: implement strategies to contribute to student learning through lesson plan development, intentional student interactions, and providing support to students identified through the University early alert system, First Year Bobcat Success Check
Collaboration
- Professional Development: assume secondary responsibilities through committee work and collateral assignments including but not limited to RA training, RA selection, co-advising RHA, teaching a student leadership class, Professional Staff Training, and Summer Conference planning
- Conference Services: coordinate various overnight camps with a team of RDs under the supervision of the Coordinator, Housing Camps and Conferences. This will entail being the main point of contact for several camps and conferences, scheduling student staff for each camp, billing, performing on call tasks, and working with various campus offices.
- Division representation: serve as a department representative on Student Affairs program teams. Participate in Student Affairs and University Development opportunities as they arise
- Campus Dining: assist with monitoring the University food service program

Fiscal Responsibility
- Budgeting: monitor a fiscally responsible budget supporting residential curriculum initiatives for your residence hall community
- Financial Advising: support Hall council in creating funding proposals

Knowledge, Skills and Abilities
- Demonstrated desire to work with diverse populations
- Ability to live and work in a university residential setting
- Excellent interpersonal and communication skills
- Organizational skills
- Conflict resolution and mediation skills
- Computer and technology skills

Minimum Qualifications:
- Bachelor’s degree
- Post bachelor experience in Student Affairs
- Served in a defined leadership role in one or more of the following: residence 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
- Demonstrated involvement in developing and enhancing a university residence hall community which promotes academic success
- Knowledge of Learning Communities and Residential Curriculum

Salary:
Starting salary is $2518/month including excellent benefits. Position includes furnished apartment and meal plan when campus dining is available. Position is eligible for leave benefits. Pet policy allowing a small dog or cat is also available upon request.

Application Instructions:
To be considered for employment a completed Texas State University 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.