Residence Director Position Description

The Office of Residential Life is responsible for translating the overall philosophy and objectives of the Illinois Wesleyan University residence hall program into a practical and meaningful set of services, activities and programs for students living within the university-owned residence halls. Within that framework, the Residence Director’s major responsibility is to translate the philosophy of the IWU residence hall program into a practical and meaningful set of services, activities and programs for students. In addition to counseling residents concerning personal and/or academic concerns, Residence Directors are responsible for promoting hall programs and activities, advising hall council and overseeing all aspects of the residence hall. In this process, Residence Directors promote the development of skills for leadership, decision-making, conflict resolution, fiscal management, problem solving and self-discipline. Below is a summary of the responsibilities of the Residence Director position.

Responsibilities:

1. Implement, with other residence hall staff, the philosophy and objectives of the IWU residence hall program as outlined and explained by the Office of Residential Life in a building housing between 128 and 260 students.

2. Develop, implement and promote a community development plan for your residence hall to provide a comfortable, safe and inclusive atmosphere for your residents that is conducive to holistic growth and development of first-year and/or upperclass students. The Residence Director should know the name of every resident, be visible in the hall community and interact regularly with students.

3. Supervision of para-professional student staff (5-10); indirect supervision of Hall Desk staff (10-15) and operations.
   - Facilitate weekly staff meetings to conduct business and developments to build group cohesiveness.
   - Coordinate hall programming and help staff develop needs-assessment skills.
   - Conduct regular one-on-one meetings including regular evaluations of hall staff.
   - Review the building’s duty log on a weekly basis to become current with issues and concerns affecting the hall and staff community. Engage in a building social round with a student staff member on a weekly basis

4. Act as a secondary source of first-year, international and transfer student orientation to the University; contribute to the success of Fall Festival, the First Year Experience and Transfer Orientation.

5. Complete administrative work in a timely manner to facilitate communication and the smooth operation of the residence hall. Administrative duties include, but are not limited to:
   - Submitting regular Professional Staff Reports and/or Communication Guides
   - Preparing for and attending regular staff meetings, planning meetings, and one-on-ones.
   - Tracking room/hall damage, maintenance requests and implementing key control procedures.
   - Maintaining an up-to-date roster and coordinating room changes.

6. Counsel residents informally, and provide appropriate resources and referrals, including the following:
   - Identifying and tracking students-at-risk.
   - Mediating and resolving roommate conflicts.
   - Conducting mid-term meetings with students at academic risk to help identify resources and solutions.

7. Act as the primary fiscal advisor for Hall Council; alternately, the Residential Community Advisor will act as programming advisor.
8. Attain a fundamental understanding of IWU and ORL policies and procedures. Track policy violations and implement disciplinary procedures as warranted. Submit appropriate paperwork and follow-up as necessary.

9. Participate in on-duty requirements with other professional and para-professional staff members.

10. Understand and observe emergency procedures as appropriate.

11. Take on centralized responsibilities in ORL-related processes such as Hall Council Leadership Training, Recognition, Staff Recruitment, Training and Orientation Planning, Assessment.

12. Assume other responsibilities related to the residence hall program as assigned by the Director of Residential Life or the Office of Residential Life.

Qualifications: A Master’s degree is preferred; a Bachelor’s degree is required. Significant residence and/or student life experience preferred, as well as an appreciation and understanding of the private, liberal arts college setting.

Accountability: Residence Directors report directly to the Director of Residential Life.

Remuneration: Salary for 12 months is competitive and commensurate with experience. Compensation includes a $1200 professional development fund (professional development funds may be used to pay for graduate tuition at Illinois State University), a furnished apartment, meal plan, and an excellent benefits package including medical, dental and life insurance.

Application Information and Deadlines: On-campus interviews will be offered to a select number of qualified candidates. Interested candidates should send a letter of interest, resume and the names and telephone numbers of three references to:

Matthew Damschroder  
Director of Residential Life  
Illinois Wesleyan University  
P. O. Box 2900  
Bloomington, IL 61702-2900  
P: (309) 556-3113  
F: (309) 556-2961  
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Start Date: Flexible, June or July 2006  

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