



# Holy Cross

## OFFICE OF RESIDENCE LIFE AND HOUSING

Position Description for 2008-2009

### Student Resident Director (SRD)

#### **RESPONSIBILITIES:**

The Student Resident Director (SRD) reports directly to the Assistant Director of Residence Life and Housing and is responsible for the day-to-day operations of an upper-class residential community ranging in size from 170–250 students. The SRD has primary responsibilities for supervising a student staff of 4-5 Resident Assistants (RAs), conducting campus wide rounds, advising House Council, and overseeing programming and community building initiatives in the residence halls. The SRD is expected to serve as a role model for others while conducting him/herself in accordance with the College and Residence Life policies and Community Standards set forth in the Holy Cross Student Handbook and the Residence Life Staff Manual. The SRD serves as a liaison between the Office of Residence Life and Housing, the RA Staff and residents by communicating information from various offices to the residents and interprets student reactions to the Residence Life & Housing Professional Staff. The following are the minimum expectations and qualifications of a SRD. Please note that this is a multifaceted position and the SRD may be assigned other duties by the Professional staff in keeping with the spirit of this position description.

#### **Supervisory:**

- Be responsible for the overall functioning of the assigned residence hall.
- Establish a positive rapport with the RA building staff and serve as a resource in their personal, social and intellectual growth.
- Address problems and potential problems in a timely and responsible manner and refer students/staff to appropriate campus and community resources.
- Assist students and RAs with personal, social and academic concerns in an atmosphere of support and with respect to their right to privacy.
- Attempt to recognize and suggest possible outlets for the talents and interests of individual RAs.
- Assist and consult with RAs when dealing with roommate and resident conflicts.
- Oversee and support the RA building staff in their efforts to maintain Community Standards.
- Periodically check in with RAs during RA resource hours.
- Assist in the evaluation of RA building staff.
- Maintain a positive attitude throughout the year that is supportive of the residential community, the RA building staff, and the Office of Residence Life & Housing.
- Lead informative and interactive staff meetings on a weekly basis
- Challenge and support staff members and track progress on a regular basis
- Develop monthly team builders, to be conducted during staff meetings, as it relates to staff development.

#### **Policy Enforcement:**

- Conduct campus-wide duty rounds and work special duty nights as assigned.
- Encourage students to respect the rights of others emphasizing individual responsibility and self-regulation in matters of personal and community behavior.
- Confront and document situations violating Community Standards and/or Student Conduct policies.
- Serve as an emergency contact for RA building staff and residents.
- Orient RAs to and assist in conducting thorough duty rounds of their residence hall.

- Conscientiously inform all residents of Community Standards, college policies and regulations, as well as the rationale for them.
- Consult with Professional staff about appropriate referral of disciplinary incidents.
- Keep the Professional staff informed of potential problematic situations.

#### **Community Development/Programming:**

- Assist and mentor RAs in conducting regular floor meetings that allow for social interaction, exchange of ideas and discussion of problems.
- Strive to develop a sense of community among residents, which promotes individual responsibility, protects individual rights and values the dignity and respect of all individuals.
- Assist with creating and maintaining a living environment conducive to academic, personal and social success.
- Work with residents, RA building staff and the House Council in implementing programs and community building initiatives which include opportunities for faculty-student interaction.
- Responsibly allocate and track programming funds for RA building staff.
- Create and maintain a programming track chart and supervise RA building staff in completing programming and community building requirements in accordance with the programming model.
- Oversee quality and effectiveness of RAs' bulletin boards and door tags.
- Establish contact and serve as a liaison between the RA building staff and peer education groups.
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#### **Hall Wide Programming:**

- Coordinate and evaluate two hall-wide programs each semester, one of which must be in conjunction with House Council.
- Advise RAs through creation, implementation and evaluation of each hall-wide program.

#### **House Council:**

- Generate initial interest, development, and operation for the House Council.
- Oversee election process and implementation.
- Conduct bi-weekly meetings with the House Council Co-Chairs.
- Advise House Council to facilitate programs that meets the needs of hall or area residents and maintain budget.
- Assist House Council in exploring possible solutions to address residential concerns.

#### **Peer Counseling, Communication and Referrals:**

- Interact with residents on an individual basis and help foster personal and intellectual growth.
- Be knowledgeable of campus resources and make appropriate referrals when necessary.
- Regularly inform your supervisor of potential problems which may or may not interfere with the goals and expectations of the RA building staff and Office of Residence Life & Housing.
- Be informed and pass along information about campus events, extra-curricular opportunities, community events, and general announcements.

#### **Availability:**

- Be available, approachable, and accessible to students, RA building staff and your supervisor.
- SRDs are expected to maintain residence in the rooms assigned to them from the first to the last day of each term, with limited overnight absences (including weekends). Inform the appropriate Professional Staff Member of plans to leave the campus for more than a day.
- SRDs should make a special effort to spend as much time as possible in their building, including two resource hours/week in a universal location to which all building residents have access. This position should be second only in priority and time commitment to an SRD's academic work.
- SRDs are expected to leave for break only after they have ensured that proper procedures have been followed in closing and securing their building or area.

**Administrative:**

- Attend Spring Staff Orientation, Fall training (two weeks before start of classes), and January training (1-2 days before start of classes).
- Oversee the opening and closing of their residence halls. All Residence Life & Housing Staff Members are required to stay at least 24 hours after the final exam (Sunday, December 20, 2008 & Sunday, May 22, 2009) and return to campus at least 24 hours before the residence halls open (Sunday, January 11, 2009).
- Coordinate the implementation of safety and security procedures (i.e. fire alarms, health and safety inspections, incident reports, etc.).
- Oversee, in conjunction with the Assistant Director of Residence Life & Housing, the maintenance of hall records, i.e., room inspection forms, floor rosters, health & safety inspections, including input of work orders into FAMIS system.
- Coordinate monthly Health & Safety inspections to support College personnel (i.e. Housekeepers, Custodians, Public Safety, etc.), and residents with respect to cleanliness, safety, and general maintenance.
- Serve on one Residence Life & Housing committee.
- Assist with RA selection and Housing Selection Process.
- Schedule and coordinate monthly duty for staff and submit to the Residence Life & Housing Secretary.
- Attend monthly HRA/SRD staff meetings to coordinate duty schedule.
- Prepare an agenda and lead weekly staff meetings on Tuesday nights.
- Attend regularly scheduled individual meetings with your supervisor.
- Provide leadership for RA staff through active participation and facilitation in Fall Training, In-service Program, January training and any other training workshops for staff.
- Serve as liaison between the RA building staff and the Office of Residence Life & Housing.
- Set up voice mail within one day of arriving on campus in the fall.
- Check staff mailbox (Hogan 122 and residence hall staff office), email, and voice mail on a daily basis.
- Attend and participate in required in-services throughout the semester.
- Perform various administrative tasks as requested by your supervisor or the Office of Residence Life and Housing including: quality of life surveys, evaluation forms, health and safety inspections, etc.

**Qualifications:**

- Rising junior or senior students with previous RA experience.
- Minimum 2.5 cumulative GPA.
- Experience in confronting, enforcing, and advising on adherence to College policy.
- Demonstrate leadership abilities, strong organizational and interpersonal skills.
- As both a student and a staff member, the SRD must successfully balance personal academic responsibilities with the duties of this position.
- Adhere to a maximum of 10-15 hours of extra-curricular time commitments outside of the SRD position per week. (Commitments exceeding the maximum must be approved your supervisor.)