

## RESIDENT DIRECTOR

### JOB SUMMARY/OBJECTIVE

Reporting to the Director of Residential Life, the Resident Director is charged with developing a residential community that promotes engagement, learning, respect for diversity, and student success. The Resident Director plays an integral role in the creation of safe, inclusive Ozarks community and supports students to be successful both inside and outside the classroom. The Resident Director will facilitate the planning and implementation of programs to support the retention, persistence, academic success, and graduation goals of the university. Additionally, this position will assist with training, supervising, and evaluating Resident Assistant (RA) student staff members. The Resident Director is a 12-month, live-on position.

### DUTIES AND RESPONSIBILITIES

#### Student & Community Development

- Develop meaningful relationships with students and maintain a high degree of visibility and availability in the residence halls.
- Respond to student behavioral concerns and incidents in the halls.
- Implement departmental learning outcomes encompassing University Core Values, through intentional conversations and cocurricular programming within the residence halls.
- Engage residents in the greater University of the Ozarks community through utilization of campus facilities, participation in campus events, and promotion of campus activities.
- Serve as a conduct hearing officer for students referred for minor conduct violations; administer appropriate sanctions to effectively resolve disciplinary problems in consultation with the Director of Residential Life or the Dean of Students.

#### Administrative

- Maintain office hours and respond to student/stakeholder needs through visibility and availability in the residence hall office.
- Assist in the daily operation of the residence halls including building opening/closing, distribution and collection of keys, monitoring of room inventories, room changes, and mid-semester inspections.
- Participate in an on-call rotation throughout the calendar year to respond to incidents and emergencies, as they occur, for the university's residential population.
- Follow up with students about submitted maintenance requests as appropriate.
- Collaborate with campus partners to sustain and improve residence hall environments.

#### Staff & Professional Development

- Participate in the recruitment and training of 5-19 undergraduate student staff (Resident Assistants).
- Directly supervise a staff of 3-10 Resident Assistants in designated buildings.
- Conduct weekly residence hall staff meetings; meet with each staff member individually on a bi-weekly basis.
- Conduct performance evaluations for student staff to determine development and performance needs; create action plans to address individual needs and in-service programs for group needs.
- Manage the on-duty rotation of student staff in area of supervision.
- Manage Residence Hall budget and administer staff programming funding.
- Use opportunities provided by The Office of Student Life to engage in professional development

## SKILLS AND ABILITIES

- Learn and use technology platforms, including but not limited to Microsoft Office Suite, Colleague, eRezLife, and other departmental website applications.
- Strong verbal and written interpersonal communication skills.
- A commitment to collaborating with faculty, staff, alumni, students, and community partners in the holistic education of students.
- Excellent organizational ability, high level of accuracy, and attention to detail.
- Work independently with minimal supervision.
- Maintain a valid Driver's license
- Work evenings and weekends as required

## QUALIFICATIONS

- Bachelor's degree required, master's degree in student development, higher education, counseling, or related field preferred.
- Experience in Residential Life and campus programming preferred.
- Experience in conducting student leadership training and program planning in a college environment preferred.

*University of the Ozarks reserves the right to consider an equivalent combination of education, training, and/or experience necessary to perform successfully the major duties and responsibilities of the position.*

## APPLICATION PROCEDURES

Send a letter of interest, résumé, and three to five professional references to:

[HumanResources@ozarks.edu](mailto:HumanResources@ozarks.edu)

## ABOUT UNIVERSITY OF THE OZARKS

**About University of the Ozarks: Ranked in the Top 10 of Southern region comprehensive baccalaureate institutions by U. S. News & World Report, University of the Ozarks is a Presbyterian-related institution that blends liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The University has been rated as having the second most diverse student body in a 12-state region. The University serves approximately 800 undergraduate students on a beautiful campus in Clarksville, Arkansas, located along Interstate-40 approximately 90 miles northwest of Little Rock, and nestled between the Arkansas River and the Ozark Mountains. The University serves students from diverse religious, cultural, educational and economic backgrounds and welcomes students from throughout the U.S. and from more than 20 countries around the world. Knowing that diversity contributes to academic excellence and rich and rewarding communities, Ozarks is committed to recruiting and retaining a diverse faculty, staff, and student body. The University is especially interested in applicants with diverse backgrounds and experiences and those with a successful record of working with diverse students, including historically underrepresented minority students and other underserved populations. Recent campaigns have enhanced facilities, academic programs, and other campus initiatives. For more information about the University of the Ozarks, visit [www.ozarks.edu](http://www.ozarks.edu)**