Residence Director Position Description

Division of Student & Campus Life · Department of Residence Life

Educational Priority & Mission

The SUNY Geneseo Department of Residence Life, in partnership with our residents, promotes an inclusive living and learning environment that fosters well being and encourages engagement for all students who live on campus. Residence Life administers selected co-curricular educational and assessment initiatives within the residential experience. Opportunities for student engagement and learning within the department include the living-learning communities and residential college houses, as well as student leadership and applied learning opportunities. Our trained Residence Life team members pursue ways to collaborate with Geneseo faculty and staff to support our residents as they pursue their individual educational and personal goals. By providing challenges to better themselves, demonstrating an ethic of individual care, and building a strong, vibrant campus community, we hope to make a long-lasting positive impact on the lives of our students.

Commitment to Diversity, Equity, and Inclusion

All Residence Life staff will participate in critical dialogue around DEI, anti-racism, and cultural humility. All training, educational initiatives, and occupancy management will incorporate these commitments and staff will espouse these values in their roles through programmatic and engagement efforts.

Commitment to Wellbeing

All Residence Life staff will work together to create a working and living environment that promotes individual agency and advocacy for all community members and empowers them to build a well-lived life. All training, educational initiatives, and occupancy management will incorporate these commitments and staff will espouse these values in their roles through programmatic and engagement efforts.

Residence Life Intention, Passion, and Vision

It is the intention of the Department of Residence Life to identify and provide opportunities for students to engage and learn that result in increased knowledge, greater self-awareness, and a clearer sense of purpose. Our passion is the improvement of the human condition through the expansion of a caring community. (Campus Life: In Search of Community p. 47)

Residence Life will be recognized for creating a premier residential experience by fostering well being, promoting diversity, equity, and inclusion, and implementing innovative opportunities for student learning and engagement. Living on campus will become an integral part of our students' education experience and will be the catalyst in the preparation for making meaning in their lives and the lives of others.

Overarching Goals

- To provide opportunities for students to learn, interact, lead, reflect, program, question and have fun. (How College Affects Students p. 647)
- To provide safe and inviting places where our residents can gather to engage, live, and flourish.
- To provide commonly shared experiences that promote belonging and connectedness with a mutual respect for the unique contributions of each individual.
- Forge educational partnerships that advance student learning.
- Build supportive and inclusive communities.
RESIDENCE DIRECTOR
SUNY Geneseo
Position Description 2021 - 2022

Title: Residence Director (RD)
State Title: Residence Director Intern
Department of Residence Life
SUNY Geneseo

Reports To: Area Coordinator

Specific Qualifications: Bachelor’s Degree; enrollment in a graduate program; residence hall staff experience preferred; organizational skills; strong interpersonal and communication skills; teamwork orientation; ability to work within budgets; understanding of student development and residential facilities management.

Compensation
Salary - $12,000 per year
Furnished apartment, network access (living in the hall is an obligation of this position)
Meal Stipend - $300 per semester

Terms of Employment: Start date begins August 1, 2022 through May 31, 2023. When classes are in session, work is not to exceed 20 hours per week. This position is a live-in position requiring extensive training, evening work and weekend time commitments at times. It is expected that the Residence Director serves in an “on-call” duty rotation.

General Duties & Responsibilities

Administration of Residence Hall
- Maintain 10 scheduled office hours per week. During this time, the RD may take care of the tasks listed below
- Supervise, coordinate and attend all aspects of designated hall openings and closings (beginning and end of semester and holiday closings)
- Oversee room and key inventories for residence hall (primarily beginning and end of semester)
- Handle all related tasks to hall management (damage billing, occupancy reports, etc.; periodic)
- Assist with staff and housing selection (occurs in the spring)
- Serve as a resource to all students in residence hall
- Meet with residents
- Meet with RA staff for individuals

Staff Development
- Supervise and evaluate RA staff each semester
- Conduct weekly staff meeting (1 hour)
- Conduct weekly individuals with RA staff (3 hours)
- Active participation in training of RAs through presentations (prior to start of classes)

Community Development & Educational Initiatives
- Be visible and accessible to students who live in residence hall
- Serve as an advisor for Hall Council and Assistant Residence Director (secondary advisor)
- Maintain hall programming budgets (RA, hall council, staff development) and track programming in residence hall
- Be a resource to RAs and assist in the development of programs to meet intended learning outcomes and goals
- Productively address all student concerns and roommate conflicts in residence hall
Curriculum and Program Assessment
- Assist with development and implementation of assessment(s) for our Departmental Curriculum
- Coordinate program and lesson assessments with other Professional Staff members

Housing Operations Support
- Assist the Assistant Director of Housing and Operations with card access management
- Coordinate marketing and advertising of LLCs and assist with Housing Placements

Other
- Attend weekly department staff meetings, professional development sessions, individual meetings with supervisor, and monthly strategy meetings
- Participate in department-wide initiatives
- Participate in "on-call" duty rotation schedule
- Be visible and accessible to students in the Residence Halls
- Active participation in training of Residence Life student staff

Application Preferential Due Date: NA
Application Due: NA
Applications will be reviewed upon receipt.
Application Link: https://go.geneseo.edu/RDPositionApp