

Resident Director Job Expectations and Compensation Agreement

A goal of Student Affairs at Saint Michael's College is to provide Resident Directors with a comprehensive experience in the field of higher education. As such, the Resident Director is expected to:

1. **Create and maintain a harmonious living environment within the assigned living area**
 - a. Provide an atmosphere that supports and encourages personal relationships
 - b. Provide a comfortable, accepting living environment for all students
 - c. Work as a facilitator to encourage interpersonal contact in an educational setting
2. **Assist in the selection, training, supervision, and evaluation of the undergraduate staff members**
 - d. Be responsible for the training and supervision of undergraduate Resident Assistants
 - e. Formally and informally evaluate staff relative to their performance on the job and commitment to the educational objectives of the Residence Life Program
 - f. Conduct weekly staff meetings and serve as a resource and advisor to Resident Assistants
 - g. Work to meet the individual needs of the staff so they are better able to accomplish their assigned duties
 - h. Support and work towards the established goals of the Residence Life Program by assisting in the selection of new staff members each spring
 - i. Participate in and/or implement trainings once a week, throughout the year, on special topic relevant to the Residential Life program
 - j. Each Resident Director will be assigned to ongoing committees
 - k. Facilitate area discussions based on monthly programs in order to enhance the topic and bring learning back to the residential areas
 - l. Be responsible for managing and motivating staff with regards to all aspects of programming responsibilities – including large all-staff programming
3. **Interpret and enforce College and residence hall policies and procedures**
 - m. Communicate the value of understanding both individual and community rights and responsibilities to all staff members and students
 - n. Serve as both a facilitator and a resource person when working with students involved in policy violations
 - o. Work to educate students about appropriate behavior and College policies and procedures
 - p. Recommend changes in policies and procedures to better meet the needs of all members of the College community
 - q. Participate in judicial responsibilities, including serving as a sanctioning officer, and assisting with and participating at other levels of the judicial process
 - r. Duty responsibilities will include coverage for most of the 16 weeks of the semester, including breaks. Break coverage does not include Winter Break. Extra compensation will be assigned by the Director of Residence Life for those times not included in the regular RD duty coverage
 - s. Two Resident Directors will be responsible for duty on Friday and Saturday nights of each week (not during the breaks). These 2 RDs will be responsible for duty as well as checking in on, helping to implement, and attending campus programming
 - t. The Resident Directors on duty for each weekend will participate in both pre-weekend planning and post-weekend follow-up meetings with other members of the Student Life staff
4. **Administer all operations within the assigned living area**
 - u. Build and maintain a working relationship with the Facilities staff in the area

- v. Understand and implement the residence hall damage system and be able to articulate it to students
 - w. Maintain appropriate housing records and rosters and communicate any changes or discrepancies to the Housing Coordinator
 - x. Coordinate duty schedules and responsibilities for residence hall staff including Resident Assistants
 - y. Work with members of the Public Safety staff to ensure a safe environment for living and learning within the assigned living area
 - z. Assist weekend duty RDs in creating the best plan possible for their area for the weekend
 - aa. Provide leadership in weekend programming
5. **Serve as “team member” of the Student Life Office**
- bb. Schedule and maintain prescribed hours in individual staff offices to allow for better utilization of time and access to students and staff. Ongoing schedules will be posted in individual areas and in the Student Life Office
 - cc. Schedule and maintain 5 contact hours within the Student Life Offices each week
 - dd. Attend and participate in weekly staff meetings
 - ee. Assist in the development and implementation of staff workshops and training sessions for entire Residential staff
 - ff. Assist with the general operations and administration within the Student Life Office
 - gg. Participate in and/or implement regular trainings for the Resident Director group, throughout the year, on special topics
6. **Advise the residence hall special interest groups and house governments**
- hh. Assist in the development and maintenance of an effective hall government system within the residential area
 - ii. Serve as advisor to all special interest groups in the residential area
 - jj. Assess and evaluate student needs and recommend appropriate actions relative to the development of educational alternatives
7. **Assist with other functions of the Student Life Office as assigned**
- kk. Serve on specific committees to assist with ongoing projects, such as, but not limited to Staff Selection/Training/Evaluation, Conduct, and Room Lottery as mentioned above
 - ll. Participate in student organizations or other campus-wide committees to support personal and professional interests

Reasonable agreement

A Resident Director in the collegiate residence halls has an agreement with the College to be available to the residents of the campus, in the residence hall and to the Student Life program approximately 20 hours a week. This is broken up in the following way: approximately 10 hours being on call for the campus, meeting needs of residents, participating in and facilitating weekly staff meetings, coordinating programming efforts, and responding to residence hall needs and emergencies, 2 hours participating fully in assigned Residential Life committees, and 8 hours participating in your designated Student Life Campus Assistantships.

Possible Student Life Campus Assistantships may include but are not limited to the GEAR program, Graduate Students, the GREAT program, the Honors program, Student Activities, Center for Women and Gender, Residential Life Programming, Uplift, Community Standards, and Residential Life Operations. The Resident Director may use the remainder of his/ her time for attending classes, studying, going to events on campus, etc. as he or she chooses. The College considers as hours worked the 20 hours a week meeting the needs of their residents and responding to emergency situations.

Compensation: Monetary compensation of \$16,540 (returning RD) or \$14,350 (new hire RD) for full year (mid-August to mid-May, with optional summer opportunities)

Partial meals – Valued at \$1200 (Placed on your Knight Card)

Total monetary compensation and meals: \$15,550 - \$17,740. **Compensation pro-rated accordingly based on actual start date/term.**

- b. Housing – valued at approximately \$1000 per month (\$12,000 per year). Housing will be provided from mid-August to mid-May, with optional summer opportunities. However, all RD's should expect to vacate their current apartments by June 1st to allow for the cleaning and maintenance of the apartments
- c. Utilities – cable, phone, computer, heat, water, and electricity valued at approximately \$150 per month (\$1,800 per year)
- d. Other benefits – access to library, on campus gym, discounted off campus gym membership, computer labs, MOVE service trips, speakers and programs (Immeasurable in value)
- e. Tuition Waiver Benefit for Graduate classes – valued at \$590 per credit hour (typically 18 credits – 6 classes- \$10,620 per year). Note: tuition benefits that exceed the IRS limit (Currently \$5,250) in the calendar year are considered taxable).
- f. Summer employment available
- g. Summer Duty typically \$1,200
- h. Total Yearly Compensation and Benefits – Approximately \$41,170 – \$42,160