

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2019**

RESIDENT DIRECTOR

FLSA STATUS: NON-EXEMPT PAY GRADE: 6-C

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Resident Director is responsible for the operation and management of FSCJ's co-ed residential community. General responsibilities include but are not limited to paraprofessional staff development, student community development, administration, programming, student conduct support, multicultural education, professional development, professional collaboration with College staff members from other departments and overseeing residential staff coverage for Student Housing.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

The Resident Director (RD) position is a twelve month, part-time, live-in professional position. The Resident Director's primary role is to assist students in building an inclusive community to enhance personal and academic growth. The Resident Director's work is performed within the framework of the Housing mission and requires intentional efforts to interact with students, assess their needs, and promote community growth and development.

Supervision of Student Workers, Resident Assistant staff, and/ or Living Learning community environments and undertaking various leadership areas are central to the Resident Director role. Duties also include assisting with room inventories, maintenance repair requests, programming, discipline and peer mediation. The Resident Director will maintain regular upkeep of facilities, including occupancy management and follow up on maintenance requests to ensure timely response to facility concerns.

The RD will work collaboratively with the Student Housing Coordinator to coordinate tours and move in/move out dates for residents. The RD will assist with areas of responsibility including but not limited to: RA Selection and staff Training. The Resident Director will also assist in enforcing student conduct expectations to ensure that college policies and community living protocols are supported to enhance student living/learning environments.

The Resident Director will assist in establishing a vision, goals and objectives for the residence hall(s).

Participation in departmental meetings is required

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision may be exercised over assigned staff and/or student assistants.

RESIDENT DIRECTOR

MINIMUM QUALIFICATIONS

Requires a bachelor's degree from an accredited college or university supplemented by three (3) or more years of related experience.

PREFERRED QUALIFICATIONS

Bachelor's degree in Student Personnel, Higher Education Administration or related field from an accredited college or university. Strong administrative and supervisory skills.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

RESIDENT DIRECTOR

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 06/2019