

Head Resident Position Description:

Head Residents (HRs) work under the supervision of an Assistant Director of Residence Life. The applicant must have a cumulative GPA greater than 2.50. Employment is subject to the approval of the Office of Financial Aid.

I. PHILOSOPHY AND GOALS

As part of the educational mission of the University, the Residence Life and Housing department strives to provide environments which foster significant learning experiences for residents. As key staff members representing the division of Student Affairs in the residential communities, HRs are expected to support an educational environment for individuals, student groups, and other members of the university community. To this end, individuals are selected who possess the attitude, competency, and potential skills necessary to accomplish this endeavor.

Several basic assumptions are made about the performance of the Head Resident. As a student and a member of the Residence Life and Housing Team, an HR must have an overall working knowledge of the University so that s/he can appropriately mediate, assist, advise, and be a liaison between residents, Resident Assistants (RAs), and other members of the University community. S/he must possess good judgment in order to cope with the day-to-day decisions involved in working with the living unit and be able to maintain satisfactory living conditions within the area. The HR **must** be knowledgeable about, enforce, and personally abide by all University rules and regulations; and have a personal and professional commitment which goes beyond specific job responsibilities while being committed to personal growth, taking care to budget personal time for study, work, and relaxation.

The expectations of an HR are incorporated under two major areas: Community Development & Programming; and Administrative.

II. COMMUNITY DEVELOPMENT AND PROGRAMMING

As a Community Developer and Programmer, you are expected to:

- A. Develop a personal relationship with staff members and other students within your area of responsibility and become familiar with other students within your living unit. Be cognizant of resident and RA attitudes, academic achievements, academic difficulties, and health problems.
- B. Facilitate a variety of activities to promote staff, building, and area spirit in the residential community. These efforts should be both actively and passively pursued on a continual basis.
- C. Plan and promote activities which encourage formal and informal student interaction with faculty and administrative staff.
- D. Support the planning and presentation of development programs within each residential community. The HR will be responsible for implementing procedures to assess the needs and interests of their staff members and residents, and for ensuring that programs responding to these needs and interests are provided. (Please refer to specific program Requirements and Responsibilities located in the staff manual).
- E. Establish working relationships with housekeeping personnel working in the residential community where appropriate.
- F. Be familiar with and abide by all policies concerning keys and their distribution.
- G. Arrive on campus by the specified date prior to the opening of the residential areas for the fall and spring semesters for the purpose of staff training. Dates will be provided to you by your Assistant Director.
- H. Participate in weekly staff meetings and In-service training programs. In-service training may be conducted at both a community level as well as University -wide. In-service training requirements may be increased/decreased dependent upon the Assistant Director's perceived need.

- I. Participate in the established process of staff selection and training.
- J. Other duties as assigned.

III. ADMINISTRATIVE

In your administrative capacity, you are expected to:

- A. Educate RAs and residents on the appropriate guidelines regarding maintenance policies and procedures.
- B. Develop and promote an awareness of fire and safety precautions among the RAs and residents with fire drills and other safety measure procedures. Be familiar with the specific evacuation procedures for the building and area.
- C. Assist in the opening and closing of the buildings. This requires HRs to arrive early and **remain** until inventory, check-in, check-out, closing and other assigned duties are completed. Dates will be specified by the Assistant Director.
- D. Assist with and use necessary forms and reports (such as hall rosters, room condition inventories, incident reports, housing surveys, and work orders) in a timely manner.
- E. Post notices and maintain bulletin boards; promote and publicize community and University programs.
- F. Promptly bring any maintenance or behavioral concern to the attention of your immediate supervisor.
- G. Investigate room, suite, and common area damages and report findings to the Assistant Director.
- H. Assist in key distribution and collection.
- I. Assist with housing selection, room verification, staff selection, and other functions deemed necessary by the Office of Residence Life and Housing
- K. Participate in staff on-duty schedules and fulfill office duty responsibilities as designated by area guidelines. Additionally, HRs are required to be “on-call” and available in their designated area as per an HR duty schedule.
- L. Supervise a staff of Resident Assistants and a Head Desk Aide. Give them regular feedback and suggestions for optimizing their job performance.
- M. Advise your residential unit’s Hall Council.
- N. Coordinate time-sheets for Resident Assistants and Desk Aide Staff, and ensure that they are properly completed.
- O. Other duties as assigned.