

RESIDENT DIRECTOR

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Location: United States

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RESIDENT DIRECTOR

As a UW employee, you have a unique opportunity to change lives on our campuses, in our state and around the world. UW employees offer their boundless energy, creative problem-solving skills and dedication to build stronger minds and a healthier world.

UW faculty and staff also enjoy outstanding benefits, professional growth opportunities and unique resources in an environment noted for diversity, intellectual excitement, artistic pursuits and natural beauty.

Housing & Food Services (HFS) provides on-campus housing to over 10,000 student residents and operates over 40 dining and café locations that serve the entire campus community. To successfully accomplish this, we employ over 1,200 students, classified and professional staff members who work throughout HFS, providing residential and dining services to the campus. As reflected in our mission statement—working together to enhance student life—teamwork and service to our students and customers are at the heart of our business.

At the University of Washington, diversity is integral to excellence. We value and honor diverse experiences and perspectives, strive to create welcoming and respectful learning environments, and promote access, opportunity, and justice for all. In Housing & Food Services, our DEI statement reads:

HFS will become an organization that prioritizes inclusive workplace communities, centered on belonging and opportunity for all staff. All HFS staff must accept responsibility to identify and interrupt biases, privilege, barriers, and power dynamics. We challenge ourselves to engage in open dialogue, active listening, and empathic learning.

Should you wish to learn more about our commitment to diversity, equity, and inclusion at UW Housing & Food Services, please reference this link .

DUTIES AND RESPONSIBILITIES

The Resident Director (Counseling-Resident Director (E S 6)) has the following responsibilities:

Supervision

Leads a staff of 5-17 undergraduate student staff (Resident Advisers [RAs] and an undergraduate Assistant Resident Director [ARD]) in developing communities for and responding to the needs of 300-800 residents.

Monitors RA and ARD job performance.

Provides recognition for staff job performance; implements the Departmental performance management process to address performance concerns.

Participates in the Departmental processes designed to effectively select, orient, and train student staff.

Plans and implements in-service activities that serve as on-the-job training and that promote opportunities for personal growth and development for a diverse paraprofessional student staff team.

Participates in instructing the Spring Quarter Resident Adviser Training course, including facilitating a class section.

Advising Student Groups

Serves as primary or supervising (to ARD) advisor to students involved in Hall Council or

other Departmental student groups.

Promotes collaboration between Hall Council leaders and the RA staff.

Participates in student leadership-development trainings, round table discussions and assessments.

Building Operations Management

Consults and works in collaboration with custodial, facilities maintenance, desk services and dining services to assess and address building, community, and individual student needs.

Performs a weekly facility tour with the Custodial Supervisor for the community.

Manages opening and closing procedures in assigned community in collaboration with the community management team.

Coordinates a life-safety program within the community.

Participates in facilitating room changes, room reassignments, and occupancy reports.

Maintains records of building charts, forms, financial expenditures, and other necessary record.

Establishes an RA/CA duty schedule.

Student Conduct

Manages a student conduct caseload and maintains confidential records.

Facilitates conduct meetings with students emphasizing personal responsibility and an understanding of how one's behavior impacts self and others.

Utilizes educational sanctioning in accordance with established Residential Life Conduct Process philosophy and guidelines.

Facilitates educational workshops for students found in violation of the Housing Agreement.

Represents Residential Life at Peer Review Board or Administrative Hearings as necessary.

Crisis Management

Participates in an on-duty rotation throughout the calendar year to respond to incidents and emergencies as they occur for a residential population of approximately 8,500 students.

Implements Departmental/University emergency and crisis response protocols.

Collaborates and consults with other Student Life professionals regarding students needing additional support/resources.

Provides follow-up with students, campus services and parents as necessary.

Organizational Engagement

Supports and assists in the leadership of delivering the mission, goals, values, and culture of Residential Life, Housing & Food Services, and the University of Washington.

Fosters and maintains a workplace climate that is supportive of all employees and students regardless of their identity, respectful of differences, and open to multiple perspectives.

Participates in professional-development activities, included but not limited to: Departmental workshops, presentations, and article/book discussions.

Provides leadership within the Residential Life Team and facilitates productive interactions with all staff.

Role models an understanding of, and respect for, existing policies and procedures.

Serves as a member of Residential Life Team committees; seeks opportunities to develop new and/or enhances current programs and activities.

Participates in a professional organization and assumes leadership roles in campus, regional and/or national professional organizations.

Develops and presents on various subjects to the Residential Life Team (and other departments as appropriate) based on workshops attended at regional/national conferences.

MINIMUM REQUIREMENTS

Bachelor's degree and one year of residence hall supervisory experience required.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

DESIRED QUALIFICATIONS

Master's degree in student personnel or related field.

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