Position Title: Resident Director (Men's Residence Hall: Jennings Hall)
Posting Date: April 23, 2015
Start Date: Flexible, prefer June 10, 2015
Classification: Full-Time Exempt Staff
Salary: Based on experience. An on-campus apartment and administrative meal plan are included along with standard HPU benefits available to all full-time employees.

Expectation and Condition of Employment - Howard Payne University, a church-related institution affiliated with the Baptist General Convention of Texas, seeks to employ evangelical Christians who are dedicated to teaching and service as they model the principles of the Christian faith. Howard Payne University is committed to the integration of learning and Christian faith in the pursuit of truth. Employees are expected to embrace the Christian mission and purpose of Howard Payne University and lead lives of service through active involvement in Christian activities both on campus and through a local church with preference being given to applicants who are Baptists. As a condition of employment, employees are paid by Direct Deposit. Your signature on this job description indicates your understanding and affirmation of these statements.

Job Summary: The full-time Resident Director is responsible for the development, implementation, and evaluation of the university's Residence Life program within his assigned men's residence hall. The Resident Director is expected to maintain extensive contact with students, including evenings and weekends. The Resident Director should be guided by a sense of mission to Christian higher education, a commitment to the personal development of college students, a commitment to excellence, an orientation to performance, and a high degree of stamina.

Minimum Requirements: Only applicants meeting the minimum qualifications below will be considered. The requirements that follow are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. Applicants must be male. Applicants must demonstrate maturity, possess the ability to set direction, relate well to both students and colleagues, and delegate responsibility effectively. The successful candidate must be open to personal growth and innovative ideas. A bachelor's degree is required. A master's degree in student development, counseling, or closely related area and a minimum of one year of experience in residence life or other student affairs/development area is preferred. This is a security sensitive position.

Application Procedure: Submit an HPU Employment Application (available at: www.hputx.edu/jobs), a letter of application addressing in detail how you meet the position requirements, a resume' and unofficial transcripts to:

Mrs. Tessie Mayo
Administrative Assistant, Business and Human Resources
Howard Payne University
1000 Fisk Avenue, Suite 210
Brownwood, TX 76801
Phone: (325) 649-8031
E-mail: hr@hputx.edu

Application Deadline: Until Position is Filled
JOB DESCRIPTION

Job Title: Resident Director (Men’s Residence Hall: Jennings Hall)
Department: Student Life - Residence Life
Salary Range: Based on Training and Experience
Supervisor: Vice President for Student Life and Dean of Students
FLSA Status: Exempt
Prepared By: Dr. Magen Bunyard, Vice President for Student Life and Dean of Students
Prepared Date: April 21, 2015
Approved By: Bill Fishback, Assistant VP for Business and HR
Approved Date: April 23, 2015

Mission Statement - Howard Payne University is a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity.

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General Job Summary - The Resident Director (RD) primarily assists with the operations of a residence life system comprised of three resident directors, 20-22 Resident Assistants (RAs), and 750 residents across three residence halls and several apartment units. Specifically, the RD oversees operational aspects of his assigned residence hall. As an integral position within the Student Life team, the RD supports and administers many student development and residence life functions. The position directly supervises paraprofessional staff; recruits, selects, and trains paraprofessional staff; coordinates staff meetings; works with campus maintenance and housekeeping departments; manages hall budgets; addresses individual student concerns; has opportunities to advise student groups and organizations; develops community within living/learning environments; monitors and enforces published policies and regulations; facilitates student conduct meetings; develops co-curricular programming; and manages the residence life systems and residence hall operations. The RD participates in a duty rotation for weekends, holidays, and breaks.

Additionally, if the individual has the interests and qualifications, the RD may assist in the operations of other Student Life areas. This is a full time, 12 month, live-in position in a men's residence hall. The RD reports to the Vice President for Student Life and Dean of Students. The RD addresses the needs of residential students and the residential community by performing the following duties.
Essential Duties and Responsibilities:

A. Staff Supervision, Development, and Evaluation

1. Supervise resident assistants.
2. Schedule and conduct regular staff meetings.
3. Coordinate resident assistant duty schedules.
4. Plan and implement recruitment, selection, training, and evaluation programs for all residential assistants.
5. Design and develop staff training sessions to improve the skills of resident assistants.

B. Program Development

1. Supervise day to day operations of the assigned residence hall community.
2. Support student sponsored events and activities.
3. Serve as a source of information for staff, residents, guests, alumni, administration, faculty, and parents.
4. Assist with the coordination of special programs and celebrations.
5. Facilitate and assist with the planning, organizing, promotion, and presentation of co-curricular activities for students that focus on issues such as personal wellness, social development, spiritual development, physical development, cultural sensitivity and awareness, and career development.
6. Establish, maintain and support a positive, healthy, living/learning environment that is consistent with the goals of the residence life system and the Student Life department.
7. Maintain visibility and approachability to all residents within the residence life system.
8. Conduct community meetings throughout the semester as needed.
9. Assist staff in assessing resident needs and interests.
10. Ensure that staff plan, coordinate, and implement regular educational, social, spiritual, recreational, cultural, and community service programs and projects.
11. Maintain accurate records of all student and staff-initiated programming. Develop and submit reports for residence hall programming as directed.

C. Student Conduct

1. Work to educate residents of all published policies and regulations.
2. Confront situations and students who impose upon community standards and violate published policies and regulations.
3. Work with the Vice President for Student Life and Dean of Students by investigating, adjudicating, or administering conduct cases.
4. Represent the Vice President for Student Life and Dean of Students as a hearing officer when requested.
5. Ensure departmental compliance with university and division policies and procedures.

D. Housing Operations

1. Assist with the daily operations of the residence life program.
2. Coordinate system and hall operations, such as: opening and closing, check-in/out, room changes, room assignments, and damage assessments.
3. Serve as liaison to maintenance and housekeeping.
4. Coordinate assigned central office responsibilities, such as: housing contracts/assignments, room changes, summer conferences, opening/closing, RA training, RD training, staff manuals, faculty involvement, room selection, RA recruitment and selection, RA training, programming reports, administer quality of life or related surveys, and coordinate RA evaluations.
E. Research, Student Assessment, and Publications

The RD keeps abreast of current student development programs in higher education institutions across the United States and researches new ideas or methods. The RD also coordinates or assists with the development of all department publications.

1. Assist with Howard Payne University Student Handbook revisions.
2. Coordinate and publish a monthly residence hall or system newsletter.
3. Remain abreast of and have the ability to discuss current events taking place in the higher education field.
4. Assist with the on-going department research into topics relating to student development, residence life, student activities, student retention, and student involvement.
5. Assist with the representation of Howard Payne University locally, regionally, and nationally as opportunities are available.
6. Seek opportunities to engage in professional organizations and activities (association membership, conference attendance, publications, etc.).

F. Administrative

The Resident Director is a member of the Student Life professional staff team and works to develop opportunities for student growth and effective department operations.

1. The RD must be available at times to work evenings and weekends in the residence halls, and may be called upon to work on inter-departmental projects. The RD will share on-call responsibilities, including nights, weekends, holidays, and breaks.
2. Participate in University and departmental committee work and projects, providing leadership when appropriate. Coordinate or assist with assigned student life responsibilities, such as: advising student groups; designing and developing publications; and facilitating workshops and campus-wide activities.
3. Monitor department budget.
4. Respond immediately to any crisis situations and emergencies as they occur.
5. Assist with the monitoring of student assembly and chapel on a weekly basis.
6. Assist with preview weekends, summer pre-registration, and orientation as assigned.
7. Promote, listen to and address concerns of the university community relative to student development programs both on and off campus.
8. Develop relationships and joint programs with other University departments.
9. Maintain network with professionals in the field throughout the region and country.
10. Complete end of the semester/year reports.
11. Complete other projects and responsibilities as assigned by the Vice President for Student Life and Dean of Students.

Supervisory Responsibilities: Directly supervises student resident assistants in assigned residence hall. Carries out supervisory responsibilities in accordance with the university’s policies and applicable laws. Responsibilities include interviewing; recommending for hire; training; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

Required Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

1. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. Customer Service – Effectively manages difficult or emotional situations; Solicits feedback to improve service; Responds promptly and effectively to requests for service and assistance; meets commitments.
3. Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

4. Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

5. Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

6. Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff and residents; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

7. Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; upholds the University's Mission Statement and values.

8. University Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports University's goals and values; Benefits the University through outside activities; Supports affirmative action and respects diversity.

9. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

10. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Qualifications - To perform this job successfully, an individual must be able to perform each Essential Duty and Responsibility listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

1. Education and/or Experience - Master's degree in student development, counseling, or closely related area and a minimum of one year of experience in residence life or other student affairs/development area preferred. Bachelor's degree required.

2. Language Skills - Ability to read, analyze, and interpret general business or education periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, students, faculty, and the public.

3. Math Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

4. Reasoning Ability - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
5. **Computer Skills** - To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

6. **Certificates and Licenses** - Must maintain a valid Texas driver's license.

7. **Other Qualifications** - Only male candidates may apply for a Resident Director position in men's residence halls at Howard Payne University; Enthusiastic desire to minister to and serve college students. Prior supervision of paraprofessional staff at the university level and strong skills in written and oral communication, group facilitation, and program presentation preferred. An understanding of assessment and research methods helpful. Ability to work evenings and weekends is mandatory.

8. **Physical Abilities** - While performing the duties of this job, the employee is regularly required to climb stairs; use hands to finger, handle, or feel; reach with hands and arms; talk and hear and taste or smell. The employee is frequently required to stand and walk. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

9. **Normal Work Environment** - The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties and Responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; the risk of electrical shock; toxic or caustic chemicals; fumes or airborne particles and caustic cleaning or landscaping chemicals used to maintain campus property. The noise level in the work environment is usually moderate.

By my signature below, I confirm I have read, understand, and can meet all of the expectations and physical requirements in this Job Description.

______________________________   _______________________
Signature                           Date