

McKendree University  
Office of Residence Life  
Resident Director Position Description

The Office of Residence Life at McKendree University seeks a qualified individual to fill the Resident Director position on its Lebanon, Illinois campus. Reporting to the Director or an Area Coordinator of Residence Life, the Resident Director is a full-time, professional staff member of a student affairs division committed to creating an atmosphere that encourages personal, social, and academic development by fostering personal responsibility, trust, inclusion, and respect for others in a comfortable and accepting environment. This position is mission essential and is critical to the continuation of operations and services that directly relate to the health, safety, and welfare of the University.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

The following duties are customary for this position but are not to be construed as all-inclusive. Duties may be added, deleted, and assigned based on supervisor discretion and institutional needs.

- Responsible for all general administrative and managerial functions of a traditional-style residence hall, housing up to 98 residents including:
  - Supervise 4-5 student staff members
  - Collaborate with University Staff on community-building initiatives
  - Interpretation and implementation of an area programming model
  - Create and implementation administrative processes for student arrival and departure
  - Supervise community standards and roommate agreement process
  - Facilitate communication regarding repairs and student damage with the Physical Plant
  - Maintain accurate student roster, room condition, key log, and furniture inventory
  - Mediate and/or appropriately refer student concerns
  - Utilize a risk management mindset to prevent, mitigate, respond, and recover from crisis situations
  - Cooperate with third-party owners by acting as University liaison, if applicable
- Enforce University policies, as set forth in the Student Handbook
- Serve as a conduct hearing officer
  - Adjudicate violations of the Student Handbook
  - Develop and implement educational sanctioning
  - Educate students and staff on the policies in the Student Handbook
  - Utilize Maxient conduct software
- Serve on collateral/auxiliary assignments in consultation with the Director/Assistant Director. Opportunities include Student Staff Selection, Development, and Care; Professional Staff Selection; Programming / Resident Development and Care; Student Conduct; Housing Administration; Fraternity & Sorority Life; and other functional areas of interest to the employee
- Aid in strategic planning and contribute to the establishment of goals for the Residence Life Department
- Support planning and implementation of social, educational, and cultural programming sponsored by the Office of Student Affairs, the department, or by individual living units within the residence life programming model
- Assist in the recruitment, selection, training, and evaluation of departmental student staff and professional staff
- Direct supervision of on-campus facilities on a rotating "on-call" schedule including varied hours during evenings and weekends
- Assist in the procedures of Summer Camp Operations and/or Summer Housing Operations, including staff selection, hiring, training, and supervision
- Cooperate with paraprofessional staff, University Public Safety, and local police in intervening in situations involving violations of school policy and/or state or local law
- Attend regular staff meetings
- Develop personal goals compatible with the mission of the department
- Serve as a resource and referral agent for students with personal, academic, judicial and other concerns, and works to develop proactive approaches to dealing with student issues
- Serve on committees or task forces convened by the University, as assigned
- Directly reports to the Director or an Area Coordinator of Residence Life
- Other duties as assigned that are necessary for the operations of institutional functions

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**REQUIRED QUALIFICATIONS:**

- Must possess a bachelor's degree in a related field.
- Must possess at least one year of experience in the residential setting or a comparable Student Affairs role

**SPECIAL KNOWLEDGE AND/OR SKILLS:**

- Must possess the ability to maintain an effective and cooperative working relationship with supervisors, supervisees, co-workers, and academic and community partners
- Must possess demonstrated leadership, supervisory, and managerial skills
- Must possess above average administrative, multi-tasking, and organizational skills
- Must possess above average critical thinking, decision-making, and problem-solving skills
- Must possess excellent verbal, written, and computer communication skills
- Must demonstrate a willingness to serve as a role model for residential students, student staff members, and co-workers in work ethic, initiative, and attitude
- Must possess a positive work attitude
- Must demonstrate a willingness to role model acceptance and advocacy of diverse student populations by creating an environment committed to valuing diversity and social justice
- Must be willing to assume additional responsibilities within the department as needed

**PREFERRED QUALIFICATIONS:**

- 2 years of experience in Residence Life or comparable student affairs position
- Knowledge of student learning and development
- Proficiency in Maxient and Datatel Colleague software
- Experience in staff hiring, training, and supervision
- A driver's license or willingness to get a driver's license within a few months of start date
- Bilingual abilities are a plus

**COMPENSATION AND BENEFITS:**

- An annual starting salary of \$26,000
- 12-month employee position
- Partially furnished apartment with utilities provided
- Guest/partner policy
- Furnished office space
- Free University parking
- Pet policy; 2 animals maximum with a combined weight of 65 lbs. or less
- Professional development and training opportunities
- 10 meal plan per week at University Dining Hall while it is open
- 10 days of vacation per academic year for the first year, sick time accumulates monthly
- Benefits package including: medical insurance, dental insurance, vision insurance, life insurance, retirement plan, partial tuition waiver

**WORK HOURS/CONDITIONS:**

- Generally, 40-hour work week with flexible office hours, but must be available to work some evenings and weekends.
- Must be able to lift 50 pounds comfortably and walk across campus.
- Work will primarily be done in an office setting; however, some work in the elements may be required.

McKendree University, Illinois' first and finest, is a private university in Lebanon, IL, just 25 minutes from downtown St. Louis, home of the 11-time World Series champs (St. Louis Cardinals) and the 2019 Stanley Cup winner (St. Louis Blues).

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St. Louis also boasts a wonderful zoo, a first-rate botanical garden, a vibrant art scene (both performing and visual), and a plethora of top-notch restaurants.

Interested candidates should send a letter of interest referencing job #RD22 with a resume/CV and contact information for three professional references to the Director of Human Resources at [hr@mckendree.edu](mailto:hr@mckendree.edu) and Calvin Wertman, Director of Residence Life, at [reslife@mckendree.edu](mailto:reslife@mckendree.edu).

McKendree is an ADA/EEO/Vet/Disabled employer committed to enhancing the cultural and gender diversity of the campus. All qualified candidates are encouraged to apply.