Resident Director

The Resident Director shall report directly to the Director of Housing and Residence Life.

General Responsibilities

The Resident Director shall:

- Create and supervise an environment that is safe and comfortable for living and encourages student and community development

Specific Responsibilities

- Supervise a staff of 5 Student Life Leaders and 2 Student Activities Leaders and provide ongoing feedback of their performance
- Check and respond to email daily
- Conduct formal staff evaluation process once a year, as outlined by Director of Housing and Residence Life
- Know, follow, and enforce the Central Baptist College regulations as outlined in the Student Handbook
- Participate in Student Life staff recruitment, selection, training, and development as directed by Director of Residence Life
- Serve as a source of intervention and referral when students are in need (i.e. spiritual, physical, social, mental needs)
- Conduct fire and tornado drills each semester
- Intervene in crisis situations by being able to define an emergency, respond appropriately, and discern wisely when additional professional staff should be called for confrontation or support.
- Handle all scheduling and upkeep of the “guest room” and replenishment of items/supplies as needed
- Be available to students as much as possible to efficiently perform all the tasks listed.
- Perform other duties as assigned by Director of Housing and Residence Life or the Dean of Students.

Administrative Responsibilities

- Along with Student Life Leaders, develop a duty schedule to ensure “around the clock” supervision of the dorm
- Hold residence hall meetings at the beginning and end of each semester, and others as needed
- Coordinate and communicate all procedures to ensure the effective opening and closing of the halls at the appropriate times throughout the academic year
- File all maintenance requests through the online maintenance form on the CBC website. You will receive an copy via email as a receipt; keep this copy for your own follow-up purposes
- Assist the Director of Housing and Residence Life with room assignments each summer and record additions/changes to occupancy totals for the hall. Report any changes in room assignments during the school year in your monthly report to the Director of Housing and Residence Life.
- Report all safety and security concerns (doors and windows that cannot be secured, inadequate lighting, fire equipment, etc.) to the appropriate officials
- Maintain necessary supplies of medical and office equipment
- Hold weekly meetings with Student Life staff
- Produce a monthly newsletter for your hall
- Update the contact list of each resident in your hall monthly and submit to the Director of Housing and Residence Life. Information should include name, current room assignment, cell phone number, and emergency phone information.

Conduct and Citizenship

- Communicate to the students in the residence hall the institutional policies, procedures, and regulations as outlined in the Student Handbook through hall meetings, newsletters, and face to face conversations
- Provide direction for Student Life Leaders in confrontation, intervention, and documentation
- Coordinate all discipline paperwork and communicate regularly with the Director of Housing and Residence Life and the Dean of Students.
- Act as a second-level hearing officer on the Judicial Affairs Committee; Assist, give advice, and support to the Student Life Leaders as they serve as the first-level hearing officer.

Programming

- Advise Student Activities Leaders in the planning, creative development, and implementation of programs that will enhance the co-curricular life in the residence hall
- Collect and review programming evaluations by the Student Activities Leaders; submit forms with monthly report to Director of Housing and Residence Life.
- Develop enthusiasm for programming in staff and students
- Utilize programming as a means of increasing interaction between residents, developing residents’ interests and skills, and contributing to learning
Time Commitment and Campus Involvement

- Be present and available to students during evening hours and weekends as needed even when you are not on duty.
- Attend mandatory monthly housing meetings the first Wednesday of every month at 10pm
- Lead weekly staff meeting with the Student Life Staff to follow up on all maintenance, conduct, and other issues; these should also be used for staff development activities
- Demonstrate genuine interest in campus life by actively participating in campus functions and events, including but not limited to SAB events, Welcome Week, Preview Days, Harvest Party, Homecoming, Mustang Madness weekend, and the Student Appreciation Banquet
- Communicate with fellow RDs and HDs to ensure at least one of you is on campus during all severe weather watches and warnings
- Be on-campus prior to each move-in/opening day and after each check out period

Specific Dates

- RD training and planning August 1st and 2nd; review maintenance needs list and tour building
- Student Life staff move in August 4th
- Student Life training August 5th – 12th.
- Freshmen Move-In August 13th.
- Returner/General Move-In August 15th.
- Classes begin August 22nd.
- Student Life staff move in Saturday, January 4th.
- Spring Semester Student Life training Sunday, January 5th.
- All Students Move-In January 6th; check in new students 9am-3pm
- Classes begin January 16th.
- Compile complete maintenance needs list for your building and straighten storage rooms May 12th.
- Meet to make housing assignments the first week of June 2014
**House Director**

*The House Director shall report directly to the Director of Housing and Residence Life.*

**General Responsibilities**

*The House Director shall:*
- Create and supervise an environment that is safe and comfortable for living and encourages student and community development

**Specific Responsibilities**

- Supervise a staff of one Assistant House Director and provide ongoing feedback of their performance
- Perform curfew checks at midnight Monday through Thursday evenings and clean room checks once a week
- Check and respond to email daily
- Know, follow, and enforce the Central Baptist College regulations as outlined in the Student Handbook
- Participate in Housing staff recruitment, selection, training, and development as directed by the Director of Housing and Residence Life.
- Serve as a source of intervention and referral when students are in need (i.e. spiritual, physical, social, mental needs)
- Conduct fire and tornado drills each semester
- Intervene in crisis situations by being able to define an emergency, respond appropriately, and discern wisely when additional professional staff should be called for confrontation or support.
- Be available to students as much as possible to efficiently perform all the tasks listed.
- Perform other duties as assigned by Director of Housing and Residence Life.

**Administrative Responsibilities**

- Along with your Assistant House Director, develop a duty schedule to ensure “around the clock” supervision of the house
- Hold house meetings at the beginning and end of each semester, and others as needed
- File all maintenance requests through the online maintenance form on the CBC website. You will receive an copy via email as a receipt; keep this copy for your own follow-up purposes
- Report all safety and security concerns (doors and windows that cannot be secured, inadequate lighting, fire equipment, etc.) to the appropriate officials
- Maintain necessary supplies of medical and office equipment
- Hold weekly meetings with your staff
- Produce a monthly newsletter for your house
- Update the contact list of each resident in your house monthly and submit updates to the Director of Housing and Residence Life. Information should include name, current room assignment, cell phone number, and emergency contact number.

**Conduct and Citizenship**

- Communicate to the students in the house the institutional policies, procedures, and regulations as outlined in the Student Handbook through house meetings, newsletters, and face to face conversations
- Provide direction for Assistant House Director in confrontation, intervention, and documentation
- Coordinate all discipline paperwork and communicate regularly with the Director of Housing and Residence Life.
- Act as a first-level hearing officer and meet with students in the house who have violated CBC standards; Serve as a second-level hearing officer on the Judicial Affairs Committee as well
- Keep a hard copy of all incident reports on file

**Programming**

- Advise Assistant House Director in the planning, creative development, and implementation of programs that will enhance the co-curricular life in the residence hall
- Collect and review programming evaluations by the Assistant House Director; submit forms with monthly report to Assistant Director of Student Services
- Develop enthusiasm for programming in staff and students
- Utilize programming as a means of increasing interaction between residents, developing residents' interests and skills, and contributing to learning
Time Commitment and Campus Involvement

- Be present and available to students during evening hours and weekends as needed even when you are not on duty.
- Attend mandatory monthly housing meetings the first Wednesday of every month at 10pm.
- Lead weekly staff meeting with the your staff to follow up on all maintenance, conduct, and other issues; these should also be used for staff development activities.
- Perform curfew checks at midnight each night Monday through Thursday each week.
- Demonstrate genuine interest in campus life by actively participating in campus functions and events, including but not limited to SAB events, Welcome Week, Preview Days, Harvest Party, Homecoming, Mustang Madness weekend, and the Student Appreciation Banquet.
- Communicate with fellow HDs and RDs to ensure at least one of you is on campus on weekends and during all severe weather watches and warnings.
- Be on-campus prior to each move-in/opening day and after each check out period.

Specific Dates

- HD training and planning August 1st and 2nd; review maintenance needs list and tour building.
- Student Life staff move in August 4th.
- Student Life training August 5th – 12th.
- Freshmen Move-In August 13th.
- Returner/General Move-In August 15th.
- Classes begin August 22nd.
- Student Life staff move in Saturday, January 4th.
- Spring Semester Student Life training Sunday, January 5th.
- All Students Move-In January 6th; check in new students 9am-3pm.
- Classes begin January 16th.
- Compile complete maintenance needs list for your building and straighten storage rooms May 12th.
- Meet to make housing assignments the first week of June 2014.