

MONROE COMMUNITY COLLEGE ASSOCIATION, INC.

Position Announcement

Position Title: Resident Director
Department: Housing and Residence Life
Reports to: Assistant Director of Housing and Residence Life



Primary Responsibilities:

The Resident Director (RD) is directly responsible for the administration, academic and social learning environment of the residents in the Alice Holloway Young Commons. The RD is a member of the Student Services Division, employed by the MCC Association, Inc., and reports to the Assistant Director of Housing and Residence Life. This is a full-time professional, 12-month, live-in position. The RD works with the student staff (Resident Assistants, Community Assistants and Night Desk Attendants) and professional staff to provide a supportive, challenging and rewarding community environment where students can live and learn.

Essential Basic Functions:

Fundamental job responsibilities for the position of Resident Director include having the ability to: (1) travel between residential areas and other campus facilities; (2) direct and respond to fire alarms and other emergencies; (3) manage the physical conditions of the residence hall facilities; (4) operate a computer system using various software applications; (5) ascend and descend multiple flights of stairs. Basic functions necessary for the position in the area of communications include the ability to: (1) read reports, gather and analyze data and compile information for written reports; (2) prepare written memorandums and documents and compile forms needed in the operation and management of the residence halls; and (3) communicate effectively, both orally and written, with residents, parents, visitors, faculty, staff and community agencies and members.

Responsibilities:

General:

- Participate in day, evening, and weekend duty coverage
- Ensure students are compliant with the Residence Life Policy Manual and College policies
- Establish and maintain office hours to provide visibility and address resident needs and concerns
- Develop and maintain positive relationships with both residents and student staff which promote ongoing communication, mutual support and respect
- Maintain effective positive relationships with all College departments (including, but not limited to, Facilities, Public Safety, Counseling and Advising, Health Services, Career Center, Campus Center)
- Attend individual and group staff meetings with professional staff members and participate in ongoing staff development activities
- Manage situations involving various psychological, emotional, medical or other safety-related emergencies or incidents in the residence hall
- Design and implement proactive approaches to assist with the development of community values and ethical standards such as respect, courtesy, and compromise
- Support all student issues within the building community including interpersonal conflict, roommate mediations, student development and resident crises and make appropriate referrals as necessary
- Participate in the "Enriching Advisement: The Workshop Series" through the Counseling and Advising Office

Judicial:

- Complete reports, as requested
- Review, input and respond to information in the judicial database
- Conduct necessary conduct hearings, complete database entries and official documentation

Operations:

- Assist with room selection and assignment process
- Conduct assigned responsibilities associated with checking in/out students and other administrative processes related to occupancy
- Assist with hall documentation related to physical building management and inventory control e.g., work orders, room condition reports, and log of emergency calls
- Assist with maintaining correct records of all building keys and facilitate lock changes and key distribution
- Conduct fire drills and safety inspections in conjunction with the Public Safety and/or Safety and Hazard Prevention
- Assist with the coordination of the summer and conference housing
- Assist with postal mail delivery, pick-up and distribution.
- Maintain a weekly up to date occupancy report containing available rooms and room changes
- Assist Public Safety and Photo ID in maintaining proper student access to the residence halls using the ProWatch system
- Facilitate voicemail resets and other phone troubles

Programming:

- Organize at least two programs in the assigned building
- Participate in building and campus wide programming efforts
- Support the student run Commons Council
- Maintain accurate programming records for the hall
- Submit required programming paperwork to the MCC Association, Inc. Accounting Office in a timely manner
- Assist in monitoring and maintaining the residence hall programming budget

Student Personnel:

- Collaborate with department regarding selection, training, mentoring, recognition and evaluation of Resident Assistant and Community Assistant staff
- Collaborate with department regarding selection, training, and evaluation of Night Desk Attendants
- Collaborate with department regarding supervision training and evaluation of student mail clerk (s)
- Conduct individual and group staff meetings with RAs weekly
- Conduct individual and group staff meetings with CAs weekly

Qualifications:

Master's Degree in College Student Personnel, Counseling, Higher Education Administration/ related field or two years professional live-in experience required. Other necessary qualifications include: strong organizational, administrative and communication skills, as well as professional leadership and decision-making abilities.

Remuneration:

The starting salary range for the Resident Director position is \$30,000 to \$35,000. Professional development is encouraged and funds are generally available for each staff member to attend various professional development activities each year. The MCC Association, Inc. offers \$2,900/per year per/employee tuition reimbursement. Staff members earn 1 sick day and 1 vacation day each month. Compensatory days are also provided. Resident Directors are provided with a rent-free, furnished apartment, local phone service with voicemail and Caller ID, basic cable, internet access, personal laundry facilities, reserved parking, and free utilities. MCC campus bookstore discounts are provided. Complimentary tickets for the Resident Director and their family to attend all home, intercollegiate athletic contests and the use of the recreational facilities free of charge.

Pet Policy:

Resident Directors will be permitted to own, and have in their apartment, fish in an aquarium (limit 10 gallons) and a limit of two (2) "caged (no larger than 2'x3') domestic pets (i.e. birds, hamsters, and rabbits) or one (1) cat or one (1) dog. The pet will not exceed a breed standard maximum height of 28 inches and weight of 35 pounds. The pet(s) must be approved in writing by the Director of Housing and Residence Life or designee prior to being allowed in the apartment. The Director of Housing and Residence Life or his/her designee has discretion to approve or not approve any pet if in the opinion of the director; it is not in the best interest of the residential community. A security deposit and cleaning fee are required.

Application Process:

Candidates should submit cover letter (please state where you saw our posting), resume, transcripts, three professional references and a one page philosophy statement on the impact of a housing and residence life operation at a community college.

All documents should be submitted:

Via Mail:

Monroe Community College Association, Inc.
c/o Donna Pellnat
1000 E. Henrietta Road
Rochester, NY 14623

Via E-mail:

dpellnat@monroecc.edu

Conference interviews will take place at:

[Western New York Placement Exchange](#) held at Rochester Institute of Technology on March 4, 2011