A Residence Director is an energetic individual committed to student learning and development while serving at a Jesuit institution. Approximately 200 students live in each of our residential communities. Rockhurst's residence life program is actively involved in student programming, education, orientation, and retention. The Residence Hall Director position is a 10-month live-in position and reports to an Assistant/Associate Director of Residence Life.

Responsibilities include residential education, staff supervision, crisis management, on-call and availability after hours and weekends, disciplinary conferences, building safety and security, community development, staff selection, programming, and committee assignments.

Staff Opportunity
Supervise a staff of Resident Assistants (RA) and approximately 20 desk assistants. Conduct weekly RA meetings. Meet with RA’s individually to provide support and direction. Assist in recruiting, selecting and training RA and DA staff. Assist in planning and implementing in-service training and provide development activities to promote positive job performance within the RA staff. Evaluate staff regularly and hold staff accountable to job expectations.

Community Building
Advise and assist with staff and departmental projects and programs. Work with Resident Assistants to develop and provide a balanced variety of educational, social, and recreational programs. Keep residents informed about activities and events happening on campus. Assist with events involving residents such as campus events, intramurals, Orientation, etc.

Counseling/Advising
Be sensitive and responsive to students’ emotional, personal, behavioral and academic needs. Advise and make appropriate referrals. Attend to the health and safety of residents in medical, psychological, and other crisis/emergency situations. Be aware of and respond to the effects such crises have on the community. Be knowledgeable of and collaborative with the various campus resources: Retention and Access Services, Campus Security, Counseling Center, Campus Ministries, Career Services and Student Activities. Be accessible and approachable to students.

Administration
Assist with the opening and closing of the residence halls. Assist with Admission’s events. Process maintenance work requests and RA duty logs. Maintain office hours and communicate as needed with the Campus Security, Physical plant, and other university departments. Attend regular Residence Life and Student Development staff meetings. Serve on assigned committees. Provide campus wide on-duty/on-call coverage on a rotating schedule. Responsible for 24/7 desk operations including hiring, training, scheduling and supervision of Desk Assistant staff.

Policy Enforcement/Crisis Management
Communicate, interpret, and enforce University and residence hall policies and procedures. Encourage behavior consistent with the Student Code of Conduct and hold students accountable for their actions. Develop and maintain a working relationship with Campus Security, the Counseling Center and Retention Services. Challenge, confront, and follow-up on negative behavior. Serve as a judicial hearing examiner. Administer sanctions appropriately and in a timely manner. Recommend changes in policies and procedures.

Other Duties as Assigned
Participate in professional/graduate staff training throughout the academic year. Meet bi-monthly with supervisor. Assist with the planning and implementation of RA training and on-going staff development. Participate in campus-wide recruitment and selection of RAs and DAs. Maintain relationships with professional associations including attendance, participation and/or presentations at state, regional, and national conferences. Perform administrative tasks as assigned.

Required Qualifications
• Strong organizational and interpersonal skills
• Demonstrated ability to develop positive relationships with students and parents
• Willingness to spend evening and weekend time with students is required
• Live-on campus in University provided apartment

Preferred Qualifications
• Understanding of Jesuit mission and values
• Admittance into a graduate program (Higher Education or Counseling preferred) or a Masters Degree

Compensation
• Stipend of $24,240
• Furnished apartment with utilities
• Laptop computer
• iPhone
• University Benefits

Position reports to an Assistant Director for Residence Life. The salary is competitive and staff are provided with an apartment, and professional development assistance.

Rockhurst University is a small Jesuit university located in Kansas City, Missouri. Founded by the Jesuits in 1910, Rockhurst is a comprehensive university that offers more than 50 undergraduate and graduate programs taught by nationally recognized faculty. Rockhurst emphasizes learning, leadership and service. Rockhurst University is a learning community, centered on excellence in undergraduate liberal education and graduate education.