

Washington State Community College
Upward Bound Program

JOB DESCRIPTION

RESIDENTIAL DIRECTOR

Resident Director: Reports to Assistant Director

Time Commitment: 100% for six weeks, staff training before summer component begins, and 3 -4 day out-of-state educational trip at the conclusion of the program. **All Residential Staff are required to chaperone the out-of-state trip.**

Salary: \$2,000

Minimum Qualifications:

The Residential Director must live in the residence hall and supervise a staff of Resident Assistants and high school students participating in an intensive college access program. The RD must be at least senior in college, at least 21 years of age, and has preferably at least one year successful experience in supervising staff and/or students as a member of a university's residential staff. The RD must have awareness of and sensitivity to the needs of underrepresented high school students and/or potential first generation college students from diverse populations. Residence hall management/supervision, advising and counseling expertise is greatly preferred.

Major duties include, **but are not limited to:**

- ▶ Supervision of Residential Staff, including training, assignment of tasks, discipline and evaluation; complete Residence Hall Management.
- ▶ Coordination with other Program administrative staff at least weekly.
- ▶ Participation in weekly staff meetings: with Resident Assistants and program administrative staff.
- ▶ Maintain appropriate records.
- ▶ 24-hour availability during entire Summer Component.
- ▶ Participation in professional staff training.
- ▶ Assist with development/implementation of program activities.
- ▶ Assist with registration and move-out procedures.
- ▶ Assist with student discipline.
- ▶ Participation in all Program activities.
- ▶ Conduct, in conjunction with Assistant Director, student recreational, social, and cultural events.
- ▶ Establish a residence hall environment of trust and respect for and among students and staff.