

**Gonzaga University**  
**Department of Housing and Residence Life**



**Job Description: Residence Director**  
**Full-Time, 10-12 Months**

**Job Purpose:**

Gonzaga University is currently searching for candidates who are enthusiastic, highly motivated, and have a strong student development focus for the Residence Director position. The Residence Hall Director (RD) of Gonzaga University is responsible for creating communities that foster personal growth and student involvement. Supervised directly by the Associate Director for Residence Life, this entry level professional position is a live in, 10 or 12 month position that assures the quality of life and effective administration of a residence hall block consisting of two to five residential facilities for 350-500 undergraduate students. The Residence Director supports the Jesuit mission of *cura personalis* (care for the person) by facilitating student and community development and integrating the academic and co-curricular experiences of students through interactions with students and the encouragement of educational programming. The incumbent supervises and mentors eight to thirteen Resident Assistants (RA) and an undergraduate Assistant Residence Director (ARD), providing challenge and support to them in the areas of their academic and job responsibilities, leadership skills, and personal growth. This position serves the primary judicial role the block's residents by using intervention techniques, reporting incidents, conducting disciplinary meetings, promoting student accountability for actions, and maintaining administrative records to facilitate student development and maintain an orderly life on campus. In addition, this position co-advises a vibrant Block Council, and manages the residences' fiscal and physical resources. Incumbent will be a member of the central professional residence life team and may have a collateral assignment in another area of Student Life.

**Essential Functions:**

1. Assist students in creating and maintaining living-learning communities that contribute to the development of the whole person—mind, body, and spirit.
2. Supervise and mentor residence life student staff (RAs) and student Assistant Residence Director (ARD).
  - a. Meet regularly with RAs individually and as a group each week. Disseminate information, provide training experiences, foster personal and professional growth, and develop a sense of team cohesiveness.
3. Acts as a liaison for Gonzaga University with students and parents in the administration and operation of the residence halls and apartments.
4. Serve as a judicial officer for the Housing and Residence Life office, taking primary responsibility for coordinating the judicial interventions for all residents in their community.
5. Maintain the residence hall and apartment university budgets; collaborate effectively with the maintenance and custodial divisions toward appropriate upkeep of the physical facility.

6. Provide and foster educational programming for student growth; including the development of interpersonal skills, engagement with issues of social justice, academic goals and career objectives, healthy personal lifestyle choices, and an appreciation of diversity.
7. Maintain a visible presence in the residence halls through participation in residence functions, attendance at resident meetings, involvement in student programming, and frequent roaming of the residence area.
8. Serve on the central management team of the Department of Housing and Residence Life. In that capacity, the RD will participate in system wide Residence Life management duties such as advising small and large student groups, managing program review, attending to creation and production of department professional literature, participating in recruiting, selecting, hiring and training of Residence Life student staff, teaching staff seminars, being a member of the first line professional on call for the residence halls, and responding to crises.
9. Provide input to department, division, and university initiatives through collaborative work efforts.
10. Participate in a collateral assignment in another area of Student Life. For the position being recruited for 2008-2009, this assignment will be advising the Gonzaga University Residence Hall Association (RHA).

**Supervision Given/Received:**

This position reports to the Associate Director of Residence Life. Incumbent will supervise eight to thirteen student staff members and will co-advise an active Residence Hall Council.

**Qualifications:**

A Bachelor's degree and previous post-graduate live-in residence hall leadership experience is required. A Master's degree in college student personnel or a related field is strongly preferred. Candidates should have: demonstrated passion and commitment to college student life; the ability to relate well and be a mentor to a diverse population of college students, having a genuine interest in their development; experience in encouraging the planning, coordinating, and facilitating creative student programming; demonstrated skill in small group facilitation; experience with judicial counseling or judicial systems in residence life; and an understanding and support of the Jesuit, humanistic mission of a Catholic, liberal arts university.