Position Overview:

The Resident Director (RD) is responsible for the overall development and administration of a supportive learning environment within an assigned residential community ranging in size from 250 to 450 residents. The Resident Director plays an integral role in shaping the experience of residential students at Loyola Marymount University, and will assist in developing a premier residential experience that expands on our rich Jesuit Catholic traditions and supports the academic mission of LMU. The Student Housing Office is committed to utilizing Los Angeles as an urban classroom to foster a supportive and challenging multi-cultural learning environment for residents. The Resident Director is a 12-month, live in position and serves in a 24-hour on-call duty rotation.

Position Responsibilities:

Crisis Response and Conduct Management (30%)

- Respond to incidents that occur in the assigned community during normal business hours
- Participate in a year round 24 hour on-call duty rotation, including university break periods
- Serve in a weekly intake process in conjunction with the Department of Public Safety
- Oversee community policy education and enforcement initiatives
- Serve as a University Conduct Administrator and adjudicate student conduct cases
- Function as a mandated reporter for incidents relating to sexual and interpersonal misconduct, mental health, and substance abuse

Administration (25%)

- Supervise implementation of building safety and security measures including but not limited to health and safety inspections, fire drills, roster verification, hall openings and closings, housing selection, housing transition, and roommate changes
- Serve on department and university committees and task forces
- Establish and maintain communication with supervisors, Dean of Student’s Office, and Student Psychological Services concerning students of concern
- Prepare and monitor program and administrative budgets
- Liaison with campus partners regarding building maintenance, custodial concerns, and other services that support the Student Housing Office
- Contribute to the department’s continuous quality improvement efforts and customer service training
- Perform other duties consistent with the purpose of the position as assigned

Community Development and Student Engagement (25%)

- Responsible for the overall development and management of an assigned residential community
- Foster a supportive multi-cultural environment through community programming and contact with students and staff
- Counsel, advise, and make referrals to residential students as appropriate including follow up to ensure satisfactory resolution
- Provide programmatic and administrative oversight for Living-Learning Communities, Theme Communities, or special programs/populations in the assigned residential area
- Assist Resident Advisors and other hall staff (Resident Ministers, Faculty in Residence, and Faculty Fellows) in developing intentional plans to further the academic, social, and personal development of residents
- Maintain a high level of visibility in the assigned residential area
Staff Supervision and Advising (20%)

- Supervise a team of 6-12 Resident Advisors
- Assist in the recruitment, selection, training, and evaluation of Resident Advisors
- Recruit, train, oversee, advise, and support the building council, including attending planned officer retreats, meetings, and programmatic events
- Develop, implement, and support training efforts for student staff within the community and department
- Communicate regularly with student staff via weekly staff meetings, individual consultations, email, and daily personal contact
- Participate in departmental and divisional training and development events

Loyola Marymount University Expectations
Exhibit behavior that supports the mission, vision, and values of the university. Communicate and employ interpersonal actions that model high standards of professional, responsible, accountable, and ethical conduct. Demonstrate a commitment to outstanding customer service.

Requisite Qualifications

- Typically a Masters Degree in College Student Personnel Administration, Higher Education, or closely related field or equivalent experience. Incumbent will be expected to continue upgrading knowledge, skills, and abilities needed to keep abreast of regulation/policy changes.
- A minimum of one year of professional experience, post masters. Preferred experience supervising student staff. Experience working closely with students from diverse backgrounds in a higher education setting.
- Familiarity with and sensitive to the goals of Catholic higher education in an intercultural environment.
- Experience dealing with sensitive and confidential matters.
- Demonstrated ability to establish and maintain effective and appropriate staff and student relationships. Effectively supervise, lead, coach, evaluate, advise, and assist others.
- Understand and apply conflict management and crisis intervention strategies.
- Work autonomously and as a team member.
- Manage budgets and other resources.
- Demonstrated computer competency and preferably knowledgeable of Microsoft systems.