

Frostburg State University
Office of Residence Life
Resident Director Description 2017-2018



One University. A World of Experiences.

In accepting the position of Resident Director (RD), you should be aware the Residence Life Office has expectations that accompany such a responsible position. The Appointee must be admitted to a graduate degree program, take nine credits in program prerequisites or degree credits during each semester of this agreement and maintain a minimum grade point average of 3.0.

It is essential that you read and understand the terms of this agreement *prior* to signing. This agreement is for one full academic year. Exceptions must be requested in writing to the Associate Director of Residence Life.

Terms and Conditions of the Contract

- The term of appointment as a Resident Director (RD) shall be from August 7, 2017 through May 24, 2018. This constitutes an academic year commitment for the RD position, including training.
- RDs are expected to abide by policies as stated in the Residence Hall Guidebook and the Code of Conduct. Resident Directors are expected to have read the Staff Manual, the Residence Hall Guide, the Student Code of Conduct and the “Terms and Conditions of the Housing Contract,” and to be familiar with the content of these documents. *Any RD who is found responsible for violations of University policy and/or placed on disciplinary probation can expect to be terminated from the position.*
- Resident Directors are expected to maintain professional relationships and boundaries with all student staff members and residents within their assigned hall. Should this expectation be challenged, immediate communication must be initiated with their respective Area Coordinator.
- The Residence Life Office reserves the right to make any changes to room and hall assignments.
- The State of Maryland shall withhold taxes and employee Social Security contributions, as required by law, unless exempt status prevails.

Remuneration

- A furnished 1-bedroom apartment during the contract period
- A meal plan when the dining hall is open
- A \$6,000 stipend per year
- Tuition remission - up to 12 credit hours per semester and 3 credit hours during the winter term. 9 credit hours per semester are recommended due to the rigors of the position.

Administrative Responsibilities & Job Functions

- RDs are expected to complete all assignments in a timely manner.
- RDs will serve as the advisor for Hall Council in support of the Residence Hall Association
- RDs are required to attend weekly staff meetings, regularly scheduled one-on one supervision meetings, and periodic in-service training sessions throughout the year
- RDs will be expected to participate in significant RLO processes, including but not limited to staff selection and student housing registration.
- RDs will be expected to designate and keep five hours of office time per week in their assigned residence hall, three hours of time in the Residence Life Office and a minimum of ten hours interacting with the residents of their building. Hall office time will be utilized for Administrative Hearings, meeting time with staff and students, and general availability to the residents. Time in the Residence Life Office will be utilized for the completion of other assignments and assistance with other administrative functions.

- RDs are expected to assist in the retention of residents on campus. This will include meeting with residents who receive academic warnings or demonstrate concerning behavior on campus.
- RDs will be expected to assist in hall security efforts, this may include, but not limited to supervising staff and conducting rounds of the buildings.
- RDs must be especially careful with the appropriate use of the building master key, release key, and hall office key; loss or misuse may result in termination from the position.
- RDs will be assigned various projects and department committees to enhance the University and department strategic plan.
- RDs may be asked to assist in other duties as assigned that are relevant to the Resident Director position.

Duty Responsibilities & Availability

- RDs are expected to be on duty on specified weeknights and weekends, and to be reasonably available at other times when not on duty. During duty times the RD must carry a work cell phone & is expected to stay within the Frostburg area to be immediately available for response.
- RDs are expected to be available for their residents throughout the weekday and the weekend; therefore the number of weekends a person may be away from campus is limited to one weekend a month. It is expected that ½ of the supervisor staff be available at any given weekend. Time away from campus must be scheduled in advance with the appropriate supervisor.
- RDs will need to be available to return prior to the opening of the residence halls. During the closing of the residence halls for shut down periods (eg. Thanksgiving, semester break, spring break, and the end of the year), RDs are required to be available until the hall closing process is complete. A rotation amongst RDs will provide coverage during breaks (Thanksgiving, Winter, Spring) to assist students remaining on campus throughout the year.
- RDs are required to be on campus during peak weekends and during exam weeks.

Academics & Extra-Co Curricular Activities

- RDs must achieve and maintain a minimum 3.0 cumulative average. RDs must be enrolled in a graduate program at Frostburg State University unless permission is awarded to attend another institution. Exceptions must be submitted in writing to the Assistant Director and approved by the Director of Residence Life.
- RDs should not plan to take more than 9 class hours per semester, be involved in any extra-curricular activities which involve a considerable amount of time or hold another work assignment without prior approval. Requests for exceptions to the previous situations should be submitted in writing to the Area Coordinator and receive permission from the Associate Director of Residence Life. RDs will not be reappointed if they expect to hold an internship for their graduate program in the coming year.