The Residence Director (RD) is a part-time live-in position that reports directly to the Assistant Director of Student Life & Housing (AD) and indirectly with the Director of Student Life. As a member of the Student Life staff, the RD is responsible for the general welfare of all students, encouraging them to maximize their intellectual and social growth through development of the whole person. The RD is expected to positively influence, contribute to, and improve the quality of life of the residential student through programming, enforcing college policies and procedures, and by forming individual relationships with each student in their residential community.

I. Residence Director Responsibilities
   a. Manage a residential living community ranging from 75 to 120 residents varying from residence hall living to apartment living
   b. Supervise and assess 3 to 5 paraprofessional Resident Assistant staff members
   c. Participate in 24 hour On Call responsibilities along with fellow RDs (including break periods)
   d. Administrate weekly RA staff meetings and monthly RA one on one meetings
   e. Attend weekly RD meetings and weekly one on ones with the AD. Submit weekly and on-call reports to the AD.
   f. Assist with planning and implementing community programs with Resident Assistants according to the Community Development area outlined in the RA position description (available on the Lake Erie College website)
   g. Assist in the training, selection, and evaluation of RA staff
   h. Facilitate resident check-in and check-out process
   i. Provide crisis intervention when needed and make appropriate referrals
   j. Intercede regarding policy violations and make appropriate referrals
   k. Provide sensitive, responsive, and well informed guidance to residents regarding individual and collective concerns
   l. When needed, serve as conduct officer and facilitate roommate mediations
   m. Be visible and accessible to residents within your community
   n. Represent the Office of Student Life at College functions and events
   o. Other duties as assigned by the Assistant Director of Student Life & Housing, Director of Student Life & Engagement and/or Vice President for Student Affairs

II. Housing Operations Coordinator
   a. Maintain 15-20 office hours per week within the Student Life Office
   b. Check housing maintenance email inbox, submit maintenance requests daily, and manage the residential maintenance database
   c. Serve as the liaison between Physical Plant and Residence Life as well as
   d. Manage keys and complete key audits as needed for all residential areas
   e. Coordinate monthly health and safety inspections and necessary follow ups
   f. Coordinate break housing, including communication to/with students and break requests
   g. Coordinate and complete inspections with the local Fire Marshal as needed
   h. Coordinate and communicate with census officials as needed
   i. Assist with room selection and new student housing placement/roommate matching
   j. Enter and maintain housing data in Jenzabar EX system
   k. Maintain residential student housing files and roster information
   l. Assist with the coordination of the yearly move-in, move-out process
   m. Update housing forms and information
   n. Maintain weekly office hours within the Student Life Office
o. Other duties as assigned by the Assistant Director of Student Life & Housing

III. Compensation
a. 10 month position (summer employment/responsibilities are available)
b. On campus apartment plus $5,000 yearly stipend and $500 meal allowance per semester
c. Lake Erie College Tuition waiver available
d. Professional development opportunities available
e. Pet-friendly (once pet is approved and pet contract is signed)

IV. Qualifications
a. Bachelor’s degree (Master’s degree or currently enrolled preferred)
b. Working knowledge of Residence Life and a desire to employ proven student development and restorative justice methods; dedication to inclusion
c. Ability to work as a member of a Residence Life team with students and professionals with varying levels of experience
d. Strong communication, problem-solving, computer, and organizational skills
e. Conflict mediation knowledge
f. Enthusiasm and willingness to develop, initiate, and actively participate in developmental student programming
g. Ability to work and educate inclusively with a diverse student population, including a large number of student-athletes
h. Sound administrative and supervisory skills
i. Characteristics of successful individuals who have served in this position - solution-oriented, detail-oriented, patient, persistent, flexible, curious, caring, comfortable with being uncomfortable
j. Sense of humor

Interested candidates should send cover letter, resume, and three professional references electronically to:

Kimberly Robare
Director of Student Life & Engagement
Lake Erie College
Student Life Office/Holden Center
Painesville, OH 44077
(440) 375.7509/krobare@lec.edu