PROSPECTIVE
RESIDENT DIRECTOR

A HELPFUL GUIDE FOR
RESIDENT DIRECTOR
APPLICANTS

EAST TENNESSEE STATE UNIVERSITY
Department of Housing and Residence Life
The Department of Housing and Residence Life strives to make on-campus living the student’s best choice for education and personal growth.

**Vision**

The Department of Housing and Residence Life provides housing, programs, and services that:

- Establish a setting that enables learning to take place
- Are affordable, enjoyable, safe and well-maintained
- Motivate students to participate in campus activities
- Connect academic work and resident living experiences to maximize student learning and development
- Establish and foster a diverse, interactive learning community

**Mission**

As a result of living in our campus residence halls and apartments, students engage in communities that support their academic, social, and personal development.
Dear Prospective RD Candidate,

Thank you for your interest in a graduate assistantship with the Department of Housing and Residence Life at East Tennessee State University. The RD position at ETSU is a tremendous learning opportunity for graduate students seeking positions that impact student learning and growth in college.

As a Department, we have a commitment to our students, and give a great deal of time and energy to ensuring RDs are well-trained and supported. As a unit within the Division of Student Affairs, we are also committed to hiring individuals who are invested in establishing and maintaining an on-campus atmosphere that supports the personal development of students.

This guide will provide you with details regarding the RD position as well as information about the structure of our Department. If you have any questions, please do not hesitate to contact me. We look forward to receiving your application.

Sincerely,

Adrianna Guram
Associate Director, Residence Life
Previous experience in residence life is preferred but not required.

Knowledge of student development and residential living-learning philosophies, interpersonal communication, and organizational skills are necessary to lead and direct hall staff and students. RDs must have an ability to interact with a diverse student population. Other qualifications include the ability to be flexible, work as a team, organize tasks, prioritize duties, and perform the following physical requirements:

1) visually assess the community, surroundings, and situations that occur spontaneously and respond appropriately;
2) verbally communicate with staff, residents, and supervisors in casual and crisis interactions;
3) use and operate keys/access cards, elevators, duty phones, and computer systems;
4) access and respond to situations where they occur (i.e. inside student rooms, bathrooms, hallways, stairwells, elevators, and building lobbies).

In accordance with Tennessee state law, all residence hall and apartment staff must successfully pass a national and local criminal background check and have fingerprints on file with ETSU Public Safety before starting work.
The RD position is a live-in graduate assistantship with a contract of one academic year. It is a premiere opportunity for individuals seeking experience in leadership, mentoring, role modeling, supervision, and administration on ETSU’s campus.

The fundamental role of the RD is to facilitate and ensure that the residential experience engages students and fosters an atmosphere conducive to the personal development and growth of residents and staff.

RDs work together and with the Department of Housing and Residence Life (DHRL) in establishing and supporting Departmental academic initiatives, living-learning communities, and the residential curriculum. RDs also provide support for Student Life & Enrollment and University initiatives.

**STUDENT ENGAGEMENT**

Student engagement refers to building an inclusive community that supports students in developing a sense of belonging, critical thinking skills, and personal responsibility. Student engagement requires the following:

- Maintaining a high level of visibility and availability to both residents and staff
- Being in tune to student and staff morale, needs, and interests
- Acting as a source of friendly counsel and a referral to available campus resources for academic, career, and personal concerns
- Coaching students and staff in the use of affective statements to actively confront situations of inappropriate behavior, intolerance, and bias
ADVISING

Hall/Community Councils are active, registered campus organizations. Advising includes the following:

- Identifying and encouraging student leaders within the hall to form an active Hall/Community Council
- Conducting Hall/Community Council elections
- Assisting Hall/Community Council in goal setting, self-governance, performing officer duties, recognizing programming needs, providing programs for individual floors/hall/apartment, developing leadership, and overall maintenance of a positive community atmosphere
- Promoting resident involvement and participation in the Residence Hall Association and National Residence Hall Honorary meetings, events, and conferences
SUPERVISION

Supervision of residential student staff involves coaching, mentoring, and modeling with a student-centered focus reflecting development processes and the educational initiatives of the Department. This is accomplished through the following:

- Developing effective working relationships through effective leadership, communication, and teamwork
- Conducting one-on-one meetings with hall staff
- Providing constructive feedback that clearly and frequently defines hall staff duties, expectations, and responsibilities
- Scheduling, supervising, and evaluating the daily work of hall staff within assigned facility
- Preparing and conducting weekly scheduled staff meetings for the purpose of disseminating information, planning, and coordinating the work of staff
- Assisting with recruiting, interviewing, and selecting hall staff

ADMINISTRATIVE AND MANAGEMENT FUNCTIONS

RDs manage hall staff, budgets, safety and security, crisis intervention, and facilities. These functions include the following:

- Scheduling, training, supervising, and evaluating the daily work of hall staff as assigned
- Maintaining open communication lines with the DHRL, both residence life and operations, through checking hall mailbox and University email on a daily basis, providing updates on problems and concerns, and submitting appropriate reports in a timely manner
- Coordinating the opening and closing of assigned facility at the beginning and end of each semester and breaks
- Attending weekly meetings with DHRL and respective Area Coordinator
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- Ensuring the timely distribution/posting of facility residents’ correspondence and other information
- Reviewing facility duty logs and other reports on a daily basis, providing appropriate follow-up and referral
- Maintaining hall office and files including duty schedule, rounds checklists, laundry refund monies, visitation cards, key and card inventory, and all other forms/information necessary for smooth operation of assigned facility
- Promoting a proactive, educational, disciplinary philosophy that includes the enforcement of Housing and University policies and conducting individual disciplinary intervention meetings
- Knowing and implementing appropriate response protocols while on or off duty which may require visually assessing the community, surroundings, and students; verbally communicating with staff, residents, and supervisors; using/operating keys/access cards, elevators, duty phones, and computer systems; accessing situations where they occur; and accurate and timely documentation
- Working with custodial and maintenance staff on a daily basis to coordinate maintenance requests and follow-up procedures
- Coordinating and conducting regular facility inspections and procedures to ensure the health, safety, security, and maintenance condition of the residents and facility
- Maintaining key/card access and furnishings inventory
- RDs are not normally required to participate in the duty rotation or oversee a specific floor but may be asked to step into that role if an unexpected departmental need arises

CAMPUS SUPPORT

RDs provide on-call coverage assistance to campus housing staff through the following:
- Rotating nightly on-call duty coverage 4:30 p.m.—12:00 a.m.
- Rotating on-call duty coverage during University breaks and holidays (Thanksgiving, Winter/Spring Break, etc.)
RDs are typically graduate students. They receive a graduate assistantship which provides a $7000.00 stipend and a tuition waiver for nine semester hours for the fall and spring semesters (nine months). They must be enrolled full-time (nine graduate hours) and maintain a cumulative 3.0 GPA as well as maintain good standing with the University. Due to the nature of the position, additional employment is not permitted.

Housing Accommodation

RDs are provided a one-bedroom furnished apartment with all utilities (a minimum estimated value of $900 per month). They must adhere to University policies and procedures as stated in the Residence Hall Student Handbook and the Residence Life Staff Handbook. Living facilities can accommodate the staff member, a spouse, and one child under the age of 7. Marriages must be recognized as legal in the State of Tennessee. Any exceptions would have to be approved by the Director of Housing and Residence Life.

RDs are expected to reside in their assigned unit while employed and to maintain presence in the assigned apartment overnight during the week and weekends, except during approved time off. RDs are allowed to be away from their hall five weekends (Saturday-Sunday) per semester. In special circumstances, a weekend off may be substituted for days during the week. Notification to his/her immediate supervisor is to be made in writing prior to leaving campus. In the event of resignation or termination of contract, the RD will be required to vacate the assigned apartment/living facility immediately.
A complete application packet consists of an In-House Application, an ETSU Temporary Staff Pool Application, a cover letter, and a resume. The Application Instructions will guide you in locating the ETSU application and explain what to include in your cover letter and resume.

Throughout March and April, applicants considered for the RD position will receive an invitation to complete an interview. Due to COVID-19, candidates may be requested to complete a Zoom interview.

First week of May

Candidate Notification
ETSU IS FULLY IN ACCORD WITH THE BELIEF THAT EDUCATIONAL AND EMPLOYMENT OPPORTUNITIES SHOULD BE AVAILABLE TO ALL ELIGIBLE PERSONS WITHOUT REGARD TO AGE, GENDER, COLOR, RACE, RELIGION, NATIONAL ORIGIN, DISABILITY, VETERAN STATUS, SEXUAL ORIENTATION, OR GENDER IDENTITY.

TCA 40-39-211 PROHIBITS SEX OFFENDERS REQUIRED TO REGISTER UNDER TCA TITLE 40, CHAPTER 39, PART 2 FROM KNOWINGLY ESTABLISHING A PRIMARY OR SECONDARY RESIDENCE OR ANY OTHER LIVING ACCOMMODATION WITHIN ONE THOUSAND FEET (1,000') OF THE PROPERTY LINE OF ANY PUBLIC SCHOOL, PRIVATE OR PAROCHIAL SCHOOL, LICENSED DAY CARE CENTER, OTHER CHILD CARE FACILITY, PUBLIC PARK, PLAYGROUND, RECREATION CENTER OR PUBLIC ATHLETIC FIELD AVAILABLE FOR USE BY THE GENERAL PUBLIC; REGISTERED SEX OFFENDERS ARE NOT ELIGIBLE FOR HOUSING AT OUR INSTITUTION.

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ETSU’S CAMPUS SAFETY REPORT CAN BE VIEWED AT WWW.ETSU.EDU/DPS/SECURITY_REPORT.ASP