

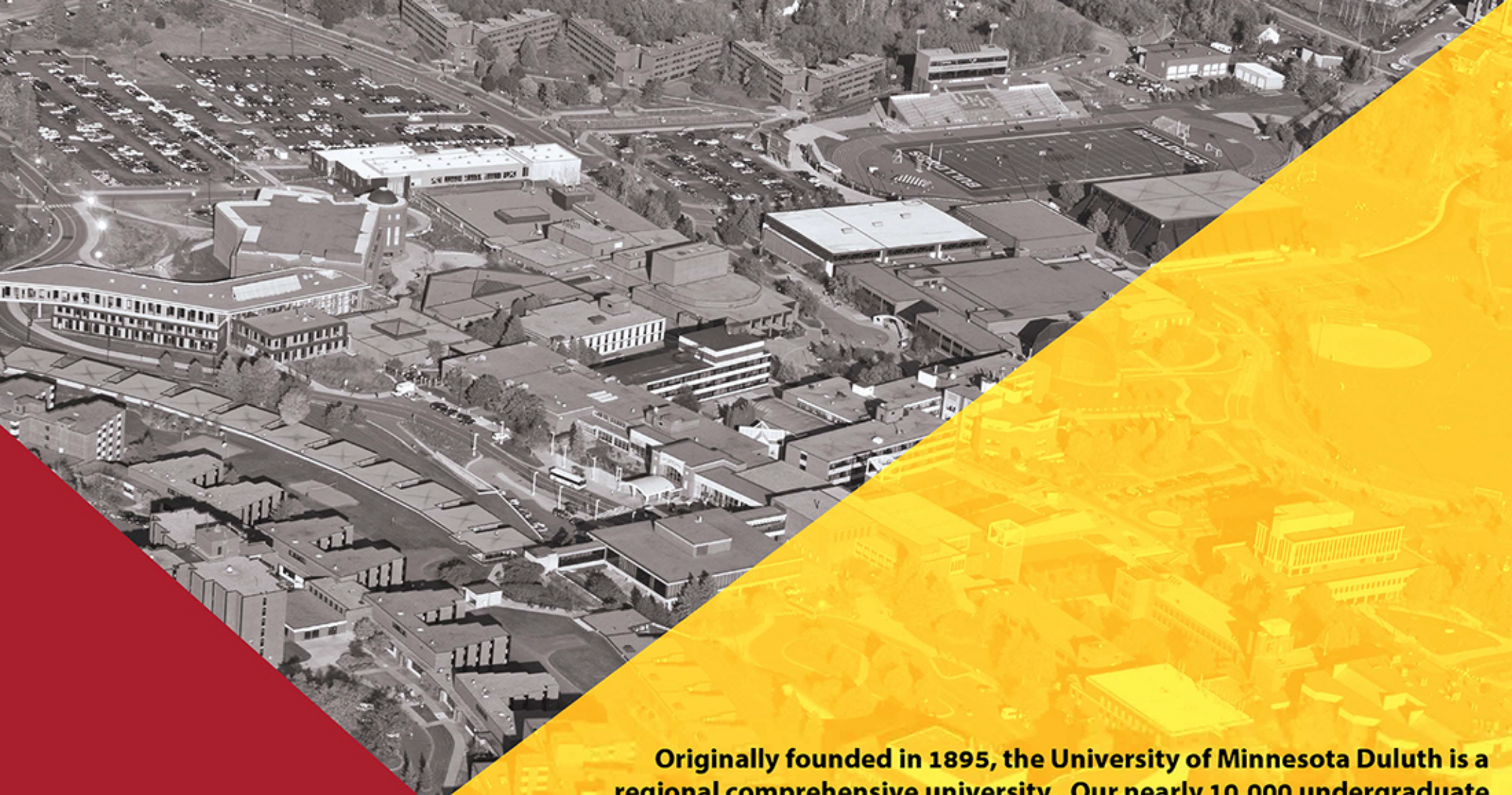


RESIDENCE DIRECTOR

UNIVERSITY OF MINNESOTA DULUTH
HOUSING AND RESIDENCE LIFE







ABOUT UMD

Originally founded in 1895, the University of Minnesota Duluth is a regional comprehensive university. Our nearly 10,000 undergraduate students choose from educational opportunities that include 86 majors and 76 minors within five collegiate units. UMD consistently ranks among the top Midwestern, regional universities in U.S. News and World Report's "America's Best Colleges" issue. Providing an alternative to both large research universities and small liberal arts colleges, UMD attracts students looking for a personalized learning experience on a medium-sized campus of a major university.

UMD'S STRATEGIC PLAN INCLUDES THE FOLLOWING GOALS:

Goal 1: Provide student-centered, high-quality curricular, co-curricular, and integrated living-learning undergraduate experiences focused on serving the Northland, Minnesota, the Midwest, and connecting to the world.

Goal 2: Advance equity, diversity, inclusiveness, and social justice within the campus community.

Goal 3: Deliver high-quality graduate-degree programs to foster student's advanced academic and professional development.

Goal 4: Advance UMD's regional, national, and international reputation for high-quality and impactful research, scholarly, and creative activities.

Goal 5: Advance UMD's profile as an intentional and pivotal partner for Duluth, the Northland, and Minnesota.

Goal 6: Establish and maintain effective and sustainable operations across all areas of the institution.

UMD Mission Statement

The University of Minnesota Duluth integrates liberal education, research, creative activity, and public engagement and prepares students to thrive as lifelong learners and globally engaged citizens.



ABOUT STUDENT LIFE

The Division of Student Life supports the University's mission by engaging students in intellectual, emotional, cultural, and physical development that enriches their lives, fosters their success, and prepares them for the future.

The values of Student Life are:

Student Centered – We place students at the heart of all we do.

Excellence/High Quality Service – We provide high quality service and programs developed with creativity, innovation and a commitment to continuous improvement.

Inclusiveness – We respect and celebrate the diversity of individuals, perspectives, and ideas while promoting social justice.

Learning – We engage students in opportunities that promote and support their growth, development and well-being.

Collaboration – We foster partnerships and build community.

Sustainability – We contribute toward a sustainable future and model sustainable practices.

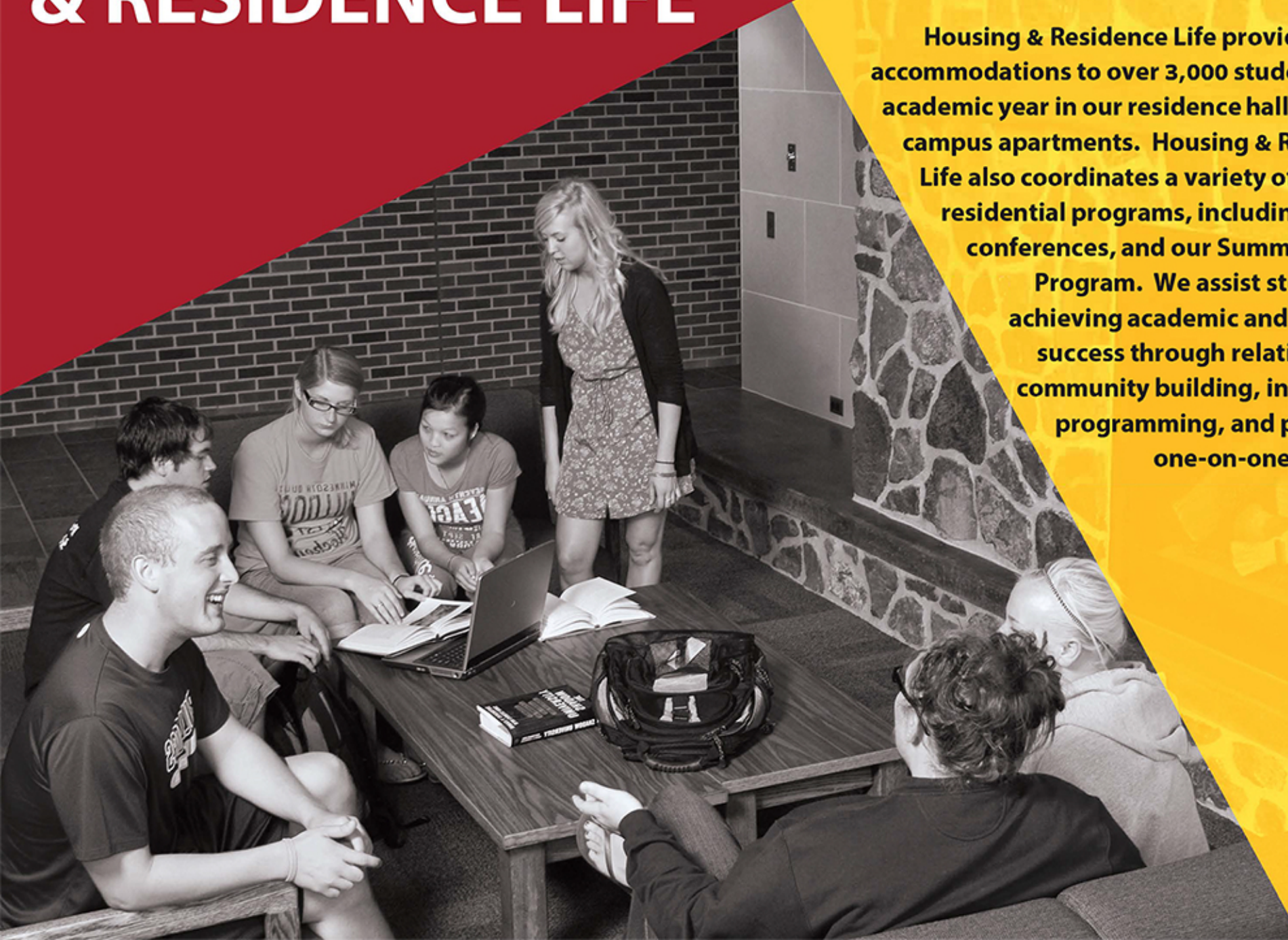


THE DIVISION OF STUDENT LIFE CONSISTS OF THE FOLLOWING DEPARTMENTS:

**ALUMNI RELATIONS
BUDGETS & PERSONNEL
CAREER & INTERNSHIP SERVICES
DIVERSITY & INCLUSION
DINING SERVICES
DISABILITY RESOURCES
HEALTH SERVICES
HOUSING & RESIDENCE LIFE
KIRBY STUDENT CENTER
OPERATIONS/TRANSPORTATION & PARKING SERVICES
RECREATIONAL SPORTS & OUTDOOR PROGRAMS
STUDENT CONDUCT & CONFLICT RESOLUTION
SUSTAINABILITY
UMDSTORES/PRINTSERVICES/UCARD OFFICE**

ABOUT HOUSING & RESIDENCE LIFE

Housing & Residence Life provides living accommodations to over 3,000 students each academic year in our residence halls and on-campus apartments. Housing & Residence Life also coordinates a variety of summer residential programs, including camps, conferences, and our Summer Senior Program. We assist students in achieving academic and personal success through relationship & community building, intentional programming, and providing one-on-one support.



HOUSING & RESIDENCE LIFE VALUES

Student Centered: We work to support students as they strive to achieve academic & personal success.

Collaborative: We approach our work with students, each other, and partners collaboratively to improve the services we provide.

Innovative: We seek to be innovative in our work by taking risks, navigating challenge, and embracing change.

Inclusive: We foster communities where all individuals feel welcomed, valued, and included.

WELCOME

UMD

UNIVERSITY OF MINNESOTA DULUTH
Driven to Discover



The H&RL staff consists of 18 professional staff members and over 100 student staff members, including Housing Services Coordinators, Resident Advisors, Desk Attendants, Mailroom Staff, and Maintenance Workers.



RESIDENCE DIRECTOR POSITION

The Residence Director is a full-time professional required to live-in an assigned on-campus apartment. Residence Directors are responsible for implementation of departmental community development for residents in assigned are to achieve goals of student learning, engagement, achievement, and persistence, and success. The Residence Director is expected to have weekly evening and occasional weekend commitments, to travel on behalf of the department periodically, and to work in the event of University closure or reduced operations as needed.

STUDENT/COMMUNITY DEVELOPMENT (50%)

Work with department staff and students to create and maintain a living and learning environment that supports the mission of the University of Minnesota Duluth and Housing & Residence Life.

Actively assist in the development and implementation of an intentional community development model that includes an emphasis on student success, and inclusive community programming and support. Attend such events regularly.

Establish an academic-focused environment by creating campus partnerships, implementing initiatives, and providing tools to Resident Advisors that supports student academic success.

Serve as a conduct hearing officer utilizing development conversations and consequences.

Assist in student leadership development. Be active and visible in support of student initiatives.

Develop working knowledge of campus and community resources. Serve as an educator and general resource in a compassionate manner when intervening with students regarding a variety of issues including college transition, academic and personal experiences, roommate and/or floor conflicts/challenges, and mental health issues.

Confront behavior that is not appropriate in residence hall and apartment communities.

Maintain communication with faculty, staff, and other administrative personnel as needed.

Participate in an "on-duty" rotation to provide support for students and student staff. Being on duty may require quick on-site response throughout Housing & Residence Life facilities.





SUPERVISION (20%)

Responsible for the training, supervision and evaluation of student staff.

Directly supervise and evaluate Resident Advisor staff, (may include summer staff). Hold intentional one-on-one meetings. Plan and facilitate regular staff meetings.

Participate in and present training topics for Resident Advisors during fall/winter training and throughout the academic year.

Serve as a resource on University and departmental policies and procedures.

Assist in the selection of Resident Advisors.

Coordinates the recruitment of students for engagement and leadership

ADMINISTRATIVE RESPONSIBILITIES (15%)

Meet with supervising Assistant Director regularly.

Attend residence life staff meeting and actively participate in Residence Director training.

Maintain and improve the physical environment of the residence community in conjunction with Assistant Director. Ensure all safety, security, and maintenance needs are reported to appropriate personnel. Walk through entire area of responsibility on a regular basis and report observations.

Develop regular communication practices with custodial and maintenance staff.

Participate in and present training topics for Resident Advisors during fall/winter training and throughout the academic year.

Assist in the implementation of administrative functions within area (e.g. room assignments, no-shows, room changes, room condition records, damage billing,) in conjunction with Assistant Director. Perform tasks in accordance with established Housing & Residence Life procedures and deadlines.

Assist in the implementation of all residence hall openings and closings throughout the year.

Maintain an inviting office space.

Manage duty system for Resident Advisor staff in assigned area.

Maintain files and prepare required reports.



DEPARTMENT RESPONSIBILITIES (10%)

Assist Associate Director in developing and maintaining departmental processes.

Participate in specific department-wide committees and functions.

Represent Housing & Residence Life at admission events and orientation.

Assist in the selection of full-time positions in Housing & Residence Life.

Assist in the management and implementation of Housing & Residence Life summer operations (conferences, senior program, summer school students).

Assist in the execution of departmental emergency response procedures.

Assist Housing & Residence Life in other areas as assigned.





DIVISIONAL (STUDENT LIFE) RESPONSIBILITIES (5%)

Represent Housing & Residence Life on University workgroups, task forces, and committees.

Assist in student retention efforts.

Partner with other student life staff to deliver programs and services to residential students.



REQUIRED QUALIFICATIONS

BA/BS from an accredited institution and knowledge of housing operations on a college/university campus. Masters Degree preferred.

Demonstrated experience illustrating a commitment to underrepresented student populations.



RD BENEFITS

Residence Directors receive:

- Competitive salary**
- Health & dental insurance**
- Retirement plan**
- Paid holidays, vacation & sick time**
- A 2-bedroom partially furnished apartment**

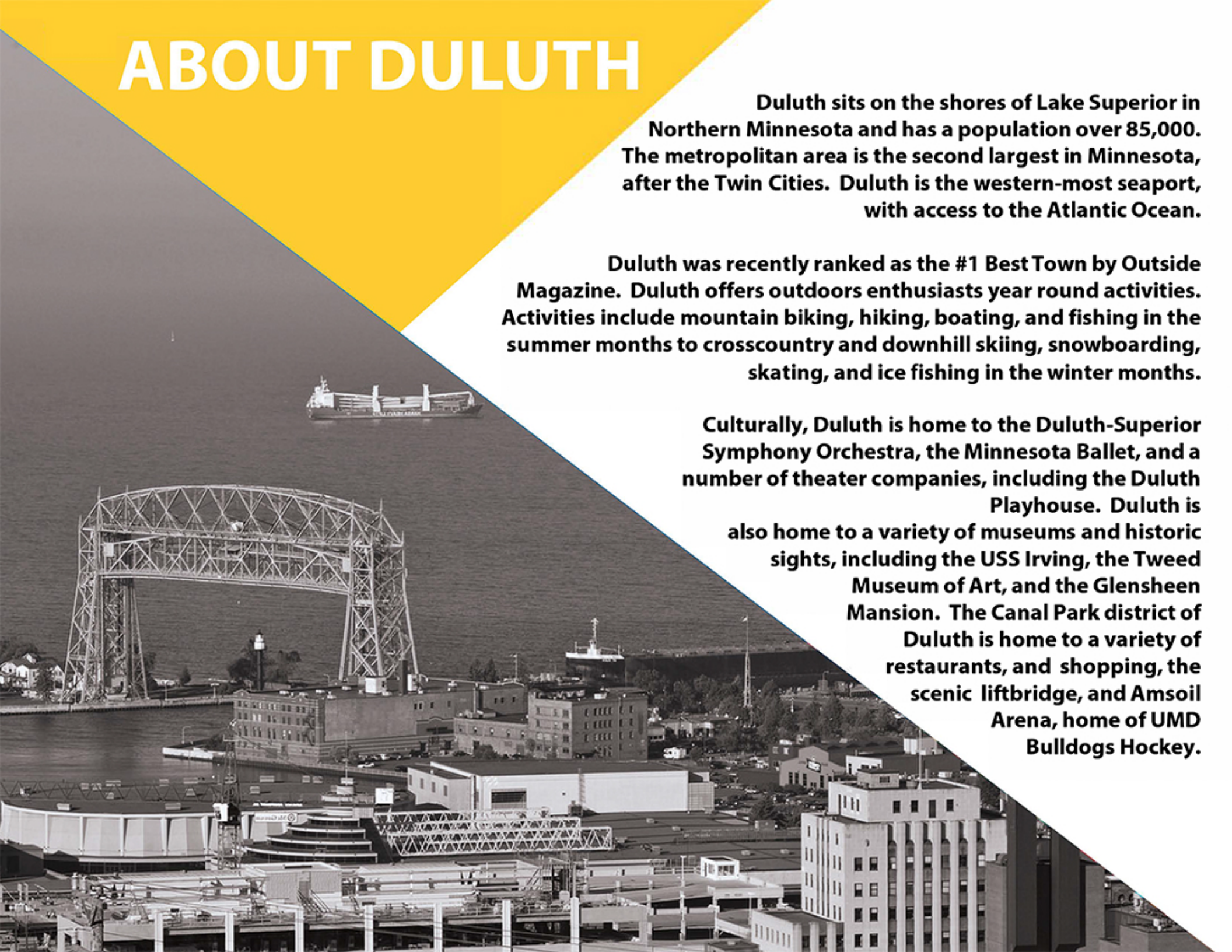
With an approved pet agreement, Residence Directors are permitted to have 1 cat or 1 dog, and/or many fish in their apartment.

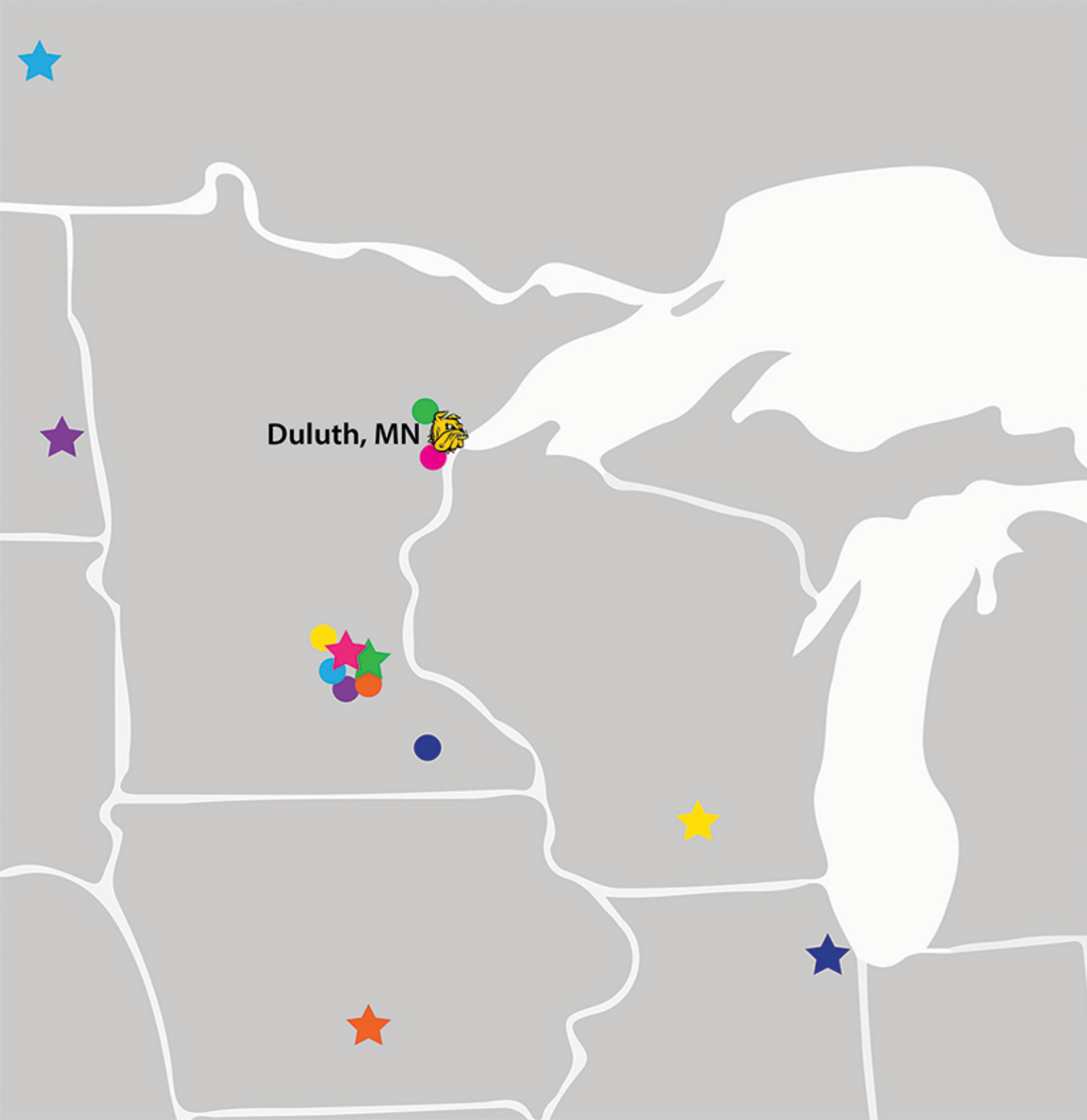
ABOUT DULUTH

Duluth sits on the shores of Lake Superior in Northern Minnesota and has a population over 85,000. The metropolitan area is the second largest in Minnesota, after the Twin Cities. Duluth is the western-most seaport, with access to the Atlantic Ocean.

Duluth was recently ranked as the #1 Best Town by Outside Magazine. Duluth offers outdoors enthusiasts year round activities. Activities include mountain biking, hiking, boating, and fishing in the summer months to crosscountry and downhill skiing, snowboarding, skating, and ice fishing in the winter months.

Culturally, Duluth is home to the Duluth-Superior Symphony Orchestra, the Minnesota Ballet, and a number of theater companies, including the Duluth Playhouse. Duluth is also home to a variety of museums and historic sights, including the USS Irving, the Tweed Museum of Art, and the Glensheen Mansion. The Canal Park district of Duluth is home to a variety of restaurants, and shopping, the scenic liftbridge, and Amsoil Arena, home of UMD Bulldogs Hockey.





Duluth, MN

PLACES TO VISIT

MAJOR CITIES

- ★ MINNEAPOLIS 158 mi
- ★ ST. PAUL 155 mi
- ★ FARGO 239 mi
- ★ MADISON 333 mi
- ★ WINNIPEG 380 mi
- ★ DES MOINES 398 mi
- ★ CHICAGO 473 mi

ATTRACTIONS

- CANAL PARK 4.5 mi
- DULUTH AIRPORT 6.2 mi
- MALL OF AMERICA 167 mi
- TARGET FIELD 161 mi
- US BANK STADIUM 158 mi
- MSP INTERNATIONAL AIRPORT 162 mi
- MAYO CLINIC 231 mi



CONTACT

Housing & Residence Life
149 Lake Superior Hall
513 Niagara Court
Duluth, MN 55812

Phone: 218-726-7790

Email: hunt0337@d.umn.edu