Resident Director Position Description

About Boston College and the Office of Residential Life

Boston College is a Division One university with approximately 9,100 undergraduate students (7,600 residential), located on 118 acres in Chestnut Hill, Massachusetts, a beautiful suburb seven miles from the center of Boston. Founded by the Society of Jesus in 1863, Boston College has strong Jesuit Catholic educational values, which are used as a foundation for our work with and care for students.

The mission of the Office of Residential Life is to create a respectful, healthy, and safe living community for our residents. We are committed to integrating the Roman Catholic and Ignatian tradition into the formation of each student by connecting their intellectual, ethical, religious, and spiritual lives through a myriad of programs and services. Our role in this formational development is achieved by promoting the academic mission, modeling and encouraging responsible and ethical behaviors in conformity with the religious and moral principles of the Roman Catholic Church, engaging residents in conversations regarding respect for cultural diversity, and creating safe, well-managed learning environments where students can seek the greater good in conformity with the Jesuit tradition of service to others.

Under the leadership of the Associate Vice President and Director of Residential Education and Director of Operations, the department consists of 40 professional staff members, 24 graduate positions, 192 RAs, and additional student employees.

Basic Function and Responsibility

Resident Directors are 12-month, full time live-in professionals responsible for developing a community of 250 to 900 residents. The Resident Director (RD) lives with, ministers to, and provides support services directly to students. The RD supervises a staff of 8-20 Resident Assistants (RAs) and Graduate Assistants (i.e. GSA, PGA, or GRD), and one Office Assistant (OA). They also oversee all operational and programmatic activities of BC’s residences, and adjudicate student conduct cases. Summer responsibilities may include participation in department-wide initiatives or special project teams (i.e. Summer Student Housing or Conferences, Training Teams, etc.). By personal example, the Resident Director strives to create a safe and inclusive environment for all students by living, reflecting, and expressing the values of a Jesuit and Catholic institution, as defined by the teachings of the Catholic Church with a special commitment to cultural diversity and social justice. Successful candidates will also be administratively strong, culturally competent, possess a Master’s degree, and have prior residence life or related student affairs experience.
Primary Areas of Responsibility

Staff Supervision

The Resident Director is responsible for the following staff supervision in their assigned community:

- Models for students and advocates for a commitment to the Jesuit and Catholic values of Boston College, as defined by the teachings of the Catholic Church, with special attention to cultural diversity and social justice
- Assists in the selection and training of undergraduate and graduate staff
- Plans and conducts staff meetings on a weekly basis
- Meets with each staff member individually on a regular basis
- Plans and implements staff development programs
- Advises staff on appropriate student and floor interventions
- Addresses concerning trends or behavior, as well as recognizes positive efforts

The Resident Director will receive direct supervision from an Area Coordinator or Assistant Director, and functional supervision from multiple Assistant or Associate Directors, or the Director of Residential Education.

Student Development/Community Standards

The Resident Director is responsible for the following aspects of student development in their assigned residential community:

- Intentional interactions and conversations
- Living among students and setting an appropriate standard for residential living.
- Oversees the programming efforts and supervises graduate assistants and RAs in program generation and responsible budgeting
- Serves as a Conduct Hearing Officer for violations of university policy
- Responds as Resident Director on Call (RDOC) for crisis situations, including during non-business and weekend hours
- Provides academic and personal counseling to students, making referrals when appropriate
- Nurtures and supports relationships with their Campus Ministry representatives (Graduate or Resident Ministers) in the service of expressing and modeling the Jesuit and Catholic values of Boston College
- Engages resident population on current events including topics of diversity and equity, social justice, and being a productive community member
- May advise Residence Hall Council (first-year area only) or other student leadership organizations
Operations

The Resident Director is responsible for the following aspects of operations in their assigned community:

- Facilitates opening and closing of their community
- Conducts health and safety inspections each semester
- Coordinates follow-up for all maintenance and housekeeping concerns/requests through, and with, the facilities team
- Conducts regular walk-throughs of community
- Maintains regular office hours Monday through Friday and will periodically work on nights and weekends for essential responsibilities throughout the year
- Facilitates check-in/check-out procedures and room changes
- Works with the Assistant Director of Housing Assignments & Occupancy to ensure proper occupancy records and reports

On-Call Responsibilities

The Resident Director is responsible for the following aspects of crisis response while on duty:

- Participates in the university Crisis Response duty rotation. When on duty the RD is expected to respond to crisis, both on campus and in the surrounding neighborhood, in accordance with our policies and response guidelines
- Responds to students and parents on Residential Life issues or concerns
- Assists with duty during sporting and special events which may be on weekends or in the evening hours
- Acts as a liaison with Boston College Police Department, University Counseling Services, the Primary Care Center, faculty, and other University offices during emergencies

Department and University Relations

The Resident Director participates in the following department and university relations:

- Serves on departmental committees, and may have an opportunity to serve on division or university-wide committees
- Attends department and area staff meetings, in-service training programs, and one-on-one meetings with their respective supervisor
- Acts as a liaison with faculty, the Jesuit community, and university offices
- Summer responsibilities may include Training, Operations, Summer Housing, or Special Projects, as assigned by the Director or Associate Directors
- Assists with the implementation of university and departmental goals and objectives, and other duties as assigned
**Qualifications**

- A Master’s degree in Higher Education, Student Personnel, Counseling, or related field is strongly preferred; Bachelor’s degree required
- 1-3 years of progressively responsible experience working in a student affairs setting at the professional or graduate level. Prior residence hall experience at the graduate or professional level is preferred
- Comprehension and appreciation of the Jesuit and Catholic values and mission, and the traditions and heritage of Boston College and a willingness to express and abide by those values and mission
- Demonstrated knowledge and commitment to issues of equity, diversity, and inclusion
- Demonstrated understanding of student development theory
- Strong leadership, communication, and interpersonal skills

Boston College conducts background checks as part of the hiring process.

Boston College is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of any legally protected category including disability and protected veteran status. To learn more about how BC supports diversity and inclusion throughout the university please visit the Office of Institutional Diversity at [http://www.bc.edu/offices/diversity](http://www.bc.edu/offices/diversity).

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