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# Example of Resident Director Job Description

Our company is growing rapidly and is hiring for a resident director. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for resident director

* Maintain appropriate student conduct records and follow-up with students on assigned sanctions
* Maintain accurate budget reports and associated paperwork (e.g., Purchasing Charge Card [P-Card] statements)
* In conjunction with the Office of Environmental Health Safety, assist in the execution of fire drills and health and safety inspections as scheduled by OHRL
* Complete sections of the end-of-semester reports by designated deadlines
* Manage community and roommate agreements for specific buildings, floors, apartments and/or rooms
* Maintain a visible presence in the residence halls as a live-in professional
* Contribute to the expansion of the company’s footprint in Stamford with an eye toward acquisition and organic growth
* Contribute to the expansion of the company’s footprint in St
* Community development within your area
* Conduct minor judicial meetings

## Qualifications for resident director

* Bachelor’s Degree and one year of residence hall supervisory experience
* Serve as an on-call campus duty officer
* Administrative responsibilities with the area office and main office
* Assist in development and growth of select departmental initiatives
* Work in collaboration with various campus, and academic offices
* Assisting in overall direction, coordination and evaluation of Resident Services Director services provided to the residents