Downloaded from <https://www.velvetjobs.com/job-descriptions/resident-director>

# Example of Resident Director Job Description

Our company is growing rapidly and is looking to fill the role of 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

* Strategically seek out ways to collaborate with other departments on campus to offer holistic, educational, and developmental programming for student residents through a variety of seminars, studies, and activities
* Be an active and creative participant in the student conduct process
* Work with appropriate departments on campus to ensure that residents are provided satisfactory, clean, organized, and safe conditions in the residence hall
* Maintain open communication with other departments on campus and refer students as necessary
* Prioritize and complete administrative and operational tasks
* Establish visibility, availability and approachability with students by being present in the apartments and on the main campus
* Work with Office of External Relations to create and maintain positive relationships with private residents living within vicinity of Colony Apartments
* Work directly with Summer Resident Director to oversee summer programming in Colony Apartments
* Additional duties as assigned by the Dean of Students
* Participate in the recruitment, selection, and training of student staff members for the department and their respective community

## Qualifications for resident director

* Graduate of an accredited School of Nursing - LPN License
* Minimum of 3-5 years' ALF and supervisory experience
* Meets with students as assigned by RDs/ supervisors for discussion of concerns and problems
* Provides guidance, support, and direction to Resident Assistants during RA Training and throughout the school year
* Meets regularly with supervisor, and RDs to discuss policies, procedures, programs, concerns, resident problems, discipline situations, and personal development issues with students
* 1-2 years of experience in student affairs or other related experience