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# Example of Resident Director Job Description

Our company is looking to fill the role of resident director. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for resident director

* Design and implement quarterly training sessions on-going training and development for student staff members throughout the academic year
* Communicate performance standards to student staff and provide evaluations in a manner that is consistent with department and university timelines
* Complete, properly document, and follow up on any performance improvement requirements, up to and including dismissal, and address grievances
* Develop and implement a community development plan in alignment with the department’s Resident Education Framework
* Facilitate and provide a variety of social, educational, leadership, and involvement programs
* Serve as a resource and referral agent for students’ development needs
* Promote the values of social justice
* Support and meet the needs of all traditionally underrepresented student(s) (e.g., international, Muslim, LGBT students) and assist student staff to do the same
* Manage community and staff development budgets and comply with department and University purchasing guidelines
* Provide leadership to the Community Relations Facilitator (CRF) within their community

## Qualifications for resident director

* Proficiency in Microsoft Word, Excel, and Publisher
* Presents self in a professional manner and reflects the goals and standards of GCU
* Ability to balance administrative and relational tasks
* Or LPN
* Familiarity with State Regulation
* 3-5 years of increasing professional, administrative responsibilities