



POSITION ANNOUNCEMENT

JOB TITLE: Richards & Bullen Residence Director
Full-Time, 10 month Professional Position
Exempt, Variable hours

START DATE: Position is currently open with a desired start date of March 1st, 2025.

POSITION SUMMARY:

The Richard and Bullen Residence Director (RD) is a full-time (10-month), live-in professional staff member of the Department of Residence Life within the Division of Student Affairs. Living within the community is an essential part of the job. The Richards and Bullen RD reports to the Central Campus Area Coordinator.

The Richards and Bullen RD is responsible for a comprehensive student development program within two residence halls – one suite-style and one apartment-style with approximately 450 residents. These buildings combine to create the Richards and Bullen Community. This community also is a part of the overall Central Campus Community. The RD is responsible for supervision of an Office Manager, receptionists for a community office, and up to 10 RAs. As a note, these buildings are used over the summer to house Summer Conference participants, but are managed and overseen by the Summer Housing staff during the summer months.

The RD is responsible for overall development of a supportive living learning environment, and fostering community within each residence hall through the development of advocacy teams and focused on our Guiding Principles of personal growth, healthy lifestyles, social responsibility and academic support. The RD addresses student conduct and policy enforcement in collaboration with the Office of Student Conduct, and supports students of concern through close collaboration with the CARE and BIT Teams.

REQUIRED QUALIFICATIONS:

- Bachelor's degree is required.
- A minimum of six semesters of recent staff experience at the Resident Assistant level or above in a comprehensive Residence Life and Housing Services operation or equivalent is **required**.
- Previous supervisory experience is **required**.

MINIMUM QUALIFICATIONS:

- Strong professional commitment to fields of University Housing and higher education.
- Demonstrated competence in all facets of residence hall management and organization; staff supervision and training; student conflict resolution; programming and community development; administrative leadership.
- Excellent verbal and written communication skills.
- Understanding of relevant developmental issues and concerns characteristic of college students.
- Familiarity with Student Development Theory.
- Demonstrated commitment to resident customer service, residence hall marketing, and

persistence/retention strategies.

- Must value and demonstrate a high degree of student contact.

Preferred Qualifications:

- Master's degree in Higher Education, College Student Personnel, Counseling or related field is strongly preferred.
- Residence Director experience is strongly preferred.

COMPENSATION:

- Starting salary for 10-month working agreement: \$32,500 minimum (based on experience)
- Excellent University benefits package: medical, vision, dental, and life insurance plans; TIAA retirement program; 50% tuition reduction.
- Reserved staff parking stall
- 55 Block Meal Plan per semester
- \$200 Aggie Express account fall and spring semester
- Opportunities for professional development

A furnished two-bedroom apartment is provided, including utilities and an in-unit washer and dryer. It is also pet-friendly, with approval.

SUMMARY OF JOB RESONSIBILITIES

- Hire, train, supervise, evaluate and develop paraprofessional student staff: 10 resident assistants (RAs), an office manager and 4-5 front desk receptionists
- Oversee general management of residence halls and quality of community life.
- Hold office hours in offices to increase visibility and availability to staff and residents.
- Assess resident needs; design and facilitate opportunities for positive personal growth and academic achievement.
- Inform residents of and implement applicable University and Housing policies; utilize creative and appropriate disciplinary sanctions, administrative procedures, and other campus resources in addressing student conduct issues.
- Counsel and refer residents as appropriate with personal, academic, or housing-related concerns.
- Collaborate with other campus support offices in addressing students' mental health challenges and students of concern.
- Advise and support RAs in all aspects of diversified programming efforts.
- Advise and promote Hall Council and support RHA and student leadership development.
- Maintain accurate records and files in the area office; provide information and reports as requested.
- Learn, and use, Canvas, Maxient, Mercury and other computer programs required to complete work assignments.
- Foster a positive working relationship with the Housing Services administrative staff.
- Oversee activity budget and expenditures.
- Monitor general maintenance of the buildings in conjunction with facilities and custodial teams; report building maintenance and security concerns.
- Work closely in coordination of Residence Life projects and functions with other members of the professional staff team.
- Share on-call responsibilities on a rotating basis with other Residence Life professional staff

members.

- Collaborate with Student Affairs, other University departments, facilities, and other staff on special projects or committee work as assigned.
- Other duties as assigned.

APPLICATION PROCEDURE:

- Submit the following to HR at Utah State University
 - Cover letter summarizing your qualifications and interest
 - Current resume
 - One paragraph response for this question: What is your philosophy on supervision, and how do accountability and team development fit within that philosophy?
 - Names, phone numbers, and e-mail address of 3 contactable professional references including current supervisor

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