

**Resident Director (4567U), Res & Family Living - 70838**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=242566>

Downloaded On: Aug. 10, 2024 9:14am

Posted Aug. 2, 2024, set to expire Nov. 28, 2024

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|-----------------------------|-----------------------------------------------------------------------|
| <b>Job Title</b>            | Resident Director (4567U), Res & Family Living - 70838                |
| <b>Department</b>           |                                                                       |
| <b>Institution</b>          | University of California, Berkeley<br>Berkeley, California            |
| <b>Date Posted</b>          | Aug. 2, 2024                                                          |
| <b>Application Deadline</b> | Open until filled                                                     |
| <b>Position Start Date</b>  | Available immediately                                                 |
| <b>Job Categories</b>       | Director/Manager                                                      |
| <b>Academic Field(s)</b>    | Residential Life<br>Facilities/Maintenance/Transportation             |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/5480868">https://apptrkr.com/5480868</a> |

**Apply By Email**

**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](https://grow.berkeley.edu).

### Departmental Overview

The mission of Residential Life is to facilitate residential student transitions into the intellectual and social communities of the University of California, Berkeley, and to promote personal well-being and respect for the community needs of all residents. Our residential and apartment communities are built on five intentional learning goals including Academic Success, Community Engagement, Diversity & Global Conscientiousness, Identity Exploration, and Holistic Wellness. The Office of the Assistant Vice Chancellor and Dean of Students in Student Affairs is dedicated to creating an inclusive environment that helps all students reach their educational, aspirational, and personal goals. We advocate for the needs of students. We help community members navigate UC Berkeley. We promote diversity and prepare students to contribute to a changing world. We support student health and well-being. We facilitate belonging, community, and leadership development. Above all, we foster compassion and care.

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## Position Summary

The Resident Director (RD) resides within Residential Life and is charged with providing support to the academic mission of the University by contributing to students' out of classroom learning. The incumbent oversees a residential area of undergraduate students, supervises 8-12 live-in student staff, and is responsible for the execution of the Residential Student Experience model. The RD is involved in planning, developing, implementing, and assessing programs, activities, and processes for residential students. The RD addresses sensitive and emergency situations within the residential community, including students of concern, conduct violations, mental health, and community impact. The RD serves on the Resident Director on Duty rotation. The RD maintains relationships with departmental, divisional, and campus partners.

## Application Review Date

The First Review Date for this job is: 07/31/2024.

## Responsibilities

### Supervision and Training:

- Supervise 8-12 student staff (Resident Assistants, Theme Program Resident Assistants, RHA and NRHH Executive Boards Members, Clerks).
- Participate in summer and January training of hall staff.
- Conduct student staff meetings on a weekly basis.
- Facilitate regular staff development sessions designed to provide additional training and team building for student staff.
- Provide formal performance evaluations, feedback, and oversee performance management of student staff.
- Serve as a campus and community resource for students and staff by advising, providing guidance, and resources in the planning and execution of residential programming.
- Assist in a centralized student staff selection process.
- Facilitate training for new student hall staff focusing on community engagement and inclusion.

### Community Development:

- Encourage the personal, social and academic development of residential students. This includes but is not limited to the following: assisting students with academic and social needs, attending

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programs and building meetings, and maintaining visibility.

- Create, advise, and implement residential student experience programs.
- Meet regularly with the residential unit management team to build community within the unit and discuss unit operations. The management team may consist of: Resident Director(s), Dining Commons management, Custodial, Facilities and Maintenance management and a member of Residential and Student Service Programs senior staff.
- Encourage a living/learning environment through academic integration activities, and work with Resident Faculty to promote academic support. Work with the residence hall staff to coordinate and facilitate orientation activities in Fall and Spring.
- Some Resident Directors also have the opportunity to work with academically-focused themed communities. These communities include: the African American Theme Program, Native American Theme Program, Asian American Community Program and South Asian, Southwest Asian, and North African Living Community, Global Environment Theme House, Women in Science in Engineering, Unity House (gender and sexuality focus), and Casa Magdalena Mora Theme Program (CASA).
- Some Resident Directors also have the opportunity to support summer residential programs and building management. Similarly, some Resident Directors may have the opportunity to work with community partners, student government leaders, and other relevant student organizations.

Resource Management:

- Co-advise Hall Association or RHA/NRHH leaders in the unit in order to provide an effective student government program, oversee funds and ledgers, and ensure Hall Association/RHA/NRHH actions are within constitutional guidelines.
- Manage Hall Association/RHA/NRHH and/or Student Experience funds and ledgers to ensure proper bookkeeping.
- Meet regularly with the Treasurer(s) to oversee Hall Association/RHA/NRHH accounts.

Student Conduct:

- Serve as a conduct hearing officer as stipulated by Residential and Student Service Programs Policies and Procedures and ensure timely and accurate documentation of incidents.
- Assist in the enforcement of policies and procedures and the support student staff in the follow-up process.
- Consult with the Assistant Director of Residential Support and Community Standards, Coordinator of Residential Support and Community Standards, or other professional staff

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members on conduct action as appropriate.

- Respond to student behavior that is inappropriate, in violation of campus policies and procedures, and/or negatively impacts other residents.

Leadership and Administration:

- Attend regular department meetings and professional development.
- Serve on Residential Life, departmental, or campus committees with the opportunity to serve as co-chair.
- Collaborate with Housing Assignments on occupancy management including room assignments, room transfers, and cancellations. Coordinate and oversee the opening and closing of the halls prior to the beginning of each academic term and at the end of each academic semester, including scheduled hall inspections.
- Maintain on-going communication and foster collaboration with staff from Residential Life, RSSP, and campus departments as necessary to ensure an appropriate exchange of information.

Counseling, Crisis Management and Emergency Response:

- Serve in an on-duty rotation to respond to emergencies such as mental health concerns, community conflicts, and other escalated incidents.
- Provide referral counseling to students and consult with Counseling and Psychological Services staff as needed.
- Act as a mediator in conflict situations when needed (i.e. roommate conflicts, staff conflicts, apartment conflicts, noise disruptions, etc.). Follow-up with students of concern and provide support to hall staff on supporting impact to community.
- Document with behavioral contacts as needed in consultation with immediate supervisor.
- Respond directly to crisis situations.
- Assist in the direction of paraprofessional staff and ensure reporting of information in a timely and appropriate fashion.
- Work closely with Residential Life staff, RSSP staff, Dean of Students staff, Student Affairs Safety Officer, UCPD, the Berkeley Fire Department, and the University Fire Marshal to develop, implement and evaluate response to fire, bomb threats, earthquake, and other significant safety issues. Function as a Campus Security Authority under the Clery Act and under the California Child Abuse and Neglect Act (CANRA) to report observed/suspected abuse or neglect of children, dependent adults and elders to designated law enforcement or social service agencies.

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### **Required Qualifications**

- Knowledge of advising and counseling techniques.
- Knowledge of student development theory.
- Ability to gain knowledge of University and departmental principles and procedures involved in risk.
- Skills in active listening, critical thinking, negotiation, problem solving, reasoning, organizing, written and verbal communication, and multitasking.
- Thorough knowledge of Student Affairs/Student Life specialization.
- Supervisory skills such as hiring, training, and providing feedback to student staff.
- Knowledge of risk assessment principles and the ability to evaluate risks and likely consequences.
- Ability to demonstrate multicultural competence, knowledge and experience working and interacting effectively with diverse groups of staff, faculty, and student populations.
- Knowledge of and/or can quickly learn common computer application programs.
- Understanding of and/or can quickly learn common University/Colleges rules and regulations.
- Skills in service orientation.
- Ability to work evenings and weekends.
- Experience working with identity-based groups, and/or diverse student populations.
- Bachelor's degree in related area and/or equivalent experience/training.

### **Preferred Qualifications**

- Master's degree in student affairs, higher education, counseling, ethnic studies, social work, or related field and/or equivalent experience/training.
- 1 - 2 years residence life experience in a college setting.

### **Salary & Benefits**

This is a 4yr and 11month, full-time (40 hours/week), contract appointment, eligible for UC benefits. This is a monthly paid, exempt position.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate

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of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$60,000.00. This is a live-on role. Included in the compensation package is a fully-furnished apartment and a meal plan.

### **How to Apply**

- To apply, please submit your resume and cover letter.

### **Diversity Statement**

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

### **Other Information**

- This is not a visa opportunity.

### **Conviction History Background**

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

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### **Mandated Reporter**

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the

[https://apptrkr.com/get\\_redirect.php?id=5480868&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5480868&targetURL=U.S. Equal Employment Opportunity Commission) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### **Contact**

N/A

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