

Resident Director (4567U), Res & Family Living - 75425
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251646>

Downloaded On: Jan. 15, 2025 7:48pm

Posted Jan. 15, 2025, set to expire May 14, 2025

Job Title	Resident Director (4567U), Res & Family Living - 75425
Department	Residential Life
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Student Services Residential Life Counseling Services
Apply Online Here	https://apptrkr.com/5928251

Apply By Email

Job Description

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Resident Director (4567U), Res & Family Living - 75425

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

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.

Application Review Date

The First Review Date for this job is: January 22, 2024. Applications will be reviewed on a rolling basis after the priority application date.

Responsibilities

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

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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.

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 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

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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 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.

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- 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.

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.

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- 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

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 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 that the University reasonably expects to pay for this position is \$60,000.

- This is a 4 year, full-time (40 hours/week), contract appointment, eligible for UC benefits.
- This is a monthly paid, exempt position.
- This is a live-on role. Included in the compensation package is a fully-furnished apartment and a meal plan.

How to Apply

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To apply, please submit your resume and cover letter.

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.

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.

Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

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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 [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

Contact Information

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

Contact

N/A

University of California, Berkeley

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