



Department of Residence Life
1032 W. Sheridan Rd. | Chicago, Illinois 60660
p (773) 508-3300 | f (773) 508-3311
LUC.edu/reslife

RESIDENT DIRECTOR

Position Description

The Department of Residence Life at Loyola University Chicago provides housing, programming and related services to 4,800 students residing in traditional style and apartment style residence halls. The Resident Director is a full-time professional position in the Department of Residence Life and within the Division of Student Development with a maximum appointment of four years. The Resident Director creates living and learning environments that encourage student and community development. Resident Directors are expected to incorporate the principles of transformative education into their work with special emphasis on the development of the whole student.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrate an understanding of and appreciation for the Jesuit mission and the values of Loyola University Chicago, including a commitment to social justice and inclusion
- Supervise, recruit, train and evaluate personnel in assigned residence hall(s), which may include any combination of: Desk Receptionists (hourly student employees), Resident Assistants (paraprofessional student leaders), and Assistant Resident Directors (bachelor's-level, 0.83FTE exempt staff)
- Perform administrative functions for day-to-day operations of residence hall/area as assigned
- Serve as a University Conduct Administrator and adjudicate student conduct cases that occur in the residence halls
- Participate in the 24/7 on-call emergency response system for campus community of 4,800 residential students
- Provide conflict mediation, crisis intervention and appropriate follow-up for students in the residential community
- Oversee the implementation and evaluation of educational opportunities in the residence halls, including support/resources for events, the residential curriculum, learning communities, and academic support initiatives
- Advise (or assist in advising) a Department of Residence Life student organization (hall council, RHA, etc.)
- Assist in the overseeing maintenance, housekeeping, and facility condition in cooperation with the Facilities Department
- Provide advice, support, assistance and referrals to students regarding academic, housing, and personal concerns
- Maintain office hours for availability to residents and staff, including some evening and weekend commitments
- Serve on departmental and divisional committees (as applicable)
- Other duties as assigned by the departmental leadership team

Note: *The maximum appointment for Resident Directors is four years. Although in no event will an appointment extend beyond four years, there is no minimum period of employment. The appointment is terminable at-will by the University or employee.*

MINIMUM QUALIFICATIONS

- Master's degree in College Student Personnel, Higher Education/Student affairs or other related field
- Prior experience in residence life and/or other areas of student affairs
- Ability and willingness to work varied hours including evenings and weekends as needed
- Ability and willingness to reside in the assigned residence hall community (furnished 1-2 bedroom apartment)

Note: *Employment is contingent upon a satisfactory outcome of a criminal background check*

PREFERRED QUALIFICATIONS

- Demonstrated leadership ability and ability to work effectively with staff and students
- Demonstrated commitment to social justice
- Ability to perform each essential duty satisfactorily
- Demonstrated skills in crisis management
- Demonstrated ability to collaborate with offices and departments in and outside of student affairs
- Experience in supervising and advising paraprofessional staff and student leaders

REMUNERATION

- Comprehensive and competitive salary (12-month full-time, exempt position)
- Full University benefits
- Opportunities and support for professional development

As expressed in the Loyola University Chicago Department of Residence Life's Diversity Statement, we are dedicated to recruiting, hiring, selecting, promoting, and retaining a competent and diverse staff that reflects the cultural and personal diversity of the Loyola and greater Chicago community. Our commitment to these principles is an integral part of our purpose, values, and daily activities.