

Job Details

Job Title Resident Director (4567U) - #5417

Job ID 5417

Location Main Campus-Berkeley

Favorite Job 

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.

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](#).

Application Review Date

The First Review Date for this job is: February 11, 2020

Departmental Overview

The mission of the Department 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 Associate 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.

Responsibilities

Supervision and Training:

- Supervise 8-12 student staff (Resident Assistants, Theme Program Advisor, Clerk).
- 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 staff in the unit.
- 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 seminar 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 student with academic and social needs, attending unit 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 consists 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 Pacific American Theme House, Global Environment Theme House, Women in Science in Engineering, Unity House (gender and sexuality focus), and Casa Magdalena Mora Theme Program (CASA).

Resource Management:

- Co-advise Hall Association leaders in the unit in order to provide an effective student government program, oversee funds and ledgers, and ensure Hall Association actions are within the Residence Hall Assembly constitutional guidelines.
- Manage Hall Association and Student Experience funds and ledgers to ensure proper bookkeeping.

- Meet regularly with the Treasurer(s) to oversee Hall Association accounts.

Student Conduct:

- Serve as a conduct hearing officer as stipulated by Residential and Student Service Programs Policies and Procedure and ensure timely and accurate documentation of incidents.
- Assist in the enforcement of policies and procedures in the unit and the support hall staff in the follow-up process.
- Consult with the Associate Director of Conduct and Community Standards, Coordinator of 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.
- Counseling, Crisis Management and Emergency Response.
- Provide referral counseling to students and consult with the residential psychologist 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.

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.

IIPP Statement:

- Provides health and safety training, guidance on safe work practices, provides proper equipment, observes work practices and correct methods and investigates accidents.
- Works in a safe and responsible manner while not putting self or others at risk. This includes complying with applicable policies and regulations; using personal safety gear; observing warning signs; learning about potential hazards; and reporting unsafe conditions.

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 common computer application programs.
- Understanding of common University/Colleges rules and regulations.
- Skills in service orientation.
- Ability to work evenings and weekends.

Education/Training:

- Bachelor's degree in related area and/or equivalent experience/training.
- At least 2 years paraprofessional experience or 1 year professional experience in secondary or higher education setting.

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.
- Experience working with identity-based groups, and/or diverse student populations.

Salary & Benefits

For information on the comprehensive benefits package offered by the University visit: <http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

Other Information

This is a full-time (40-hours per week), Contract (temporary) appointment, with an anticipated duration of three years, with the possibility of a one year extension.

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.

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 see: http://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf
For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>