

**DAWSON COMMUNITY COLLEGE
POSITION DESCRIPTION**

TITLE: Resident Director

DATE: March 2025

SUPERVISION RECEIVED: Dean of People & Culture

DEPARTMENT: Housing & Community Engagement

FLSA STATUS: Exempt, 10 months

SUPERVISION EXERCISED: Student Employees;

Work Study Students; Resident Assistants

POSITION NUMBER: _____

SALARY RANGE: \$34,000 + Housing

**** WAGES COMMENSURATE WITH EDUCATION & EXPERIENCE ****

SUMMARY OF WORK: The Resident Director (RD) is a live-in position ensuring that housing policies are adhered to in a safe manner, while encouraging growth in young adults. The RD responsible for maintaining order and decorum in and around the college's residential buildings. This position may be called upon to respond to emergencies at any time they are on campus, and will schedule adequate coverage for times when they are off campus. The RD will assist in training and supervising the Resident Assistants by following the standards of the Housing Handbook and Student Code of Conduct; engaging in conflict mediation skills; being familiar with warning signs of adverse physical and mental health in students, and referrals for physical and mental health as well as coordinate and supervise a number of housing proctors (professionals working in another role on campus). The RD has primary responsibility for seeing that housing policies are complied with enforcing housing policies and identifying and mitigating conduct issues. The RD works to provide a positive, safe and comfortable atmosphere through student engagement, conflict resolution and referral to other team members for disciplinary action. Working with the proctors, RAs, the Student Engagement Coordinator, the Campus Property Coordinator, and others the RD will advocate for the comfort, safety, and co-curricular engagement of resident students. Great things happen when a strong sense of community takes hold! DCC's dedication to a student's living experience remains a high priority for our housing team.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, and professionalism for others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to belonging, unity, connection, and success while learning.

Professionalism at Dawson Community College involves being mindful of our actions when interacting with students, colleagues, and community members. Respect for those with whom we share the common goal of serving students is a core value and is reflected in all job performance evaluations.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

JOB CHARACTERISTICS AND AREAS OF ACCOUNTABILITY:

- Assume a visible leadership role in the development of positive residential communities serving approximately 200 + student housing residents in campus housing facilities (Four buildings as of Spring 2025).
- Expected to provide effective supervision of Proctors and Resident Assistants, including training and accountability.
- Responsible for the day-to-day leadership and delivery of student-centered services including supervision, learning outcome-based programming, and building security.
- Assist other staff with facilities management, student conduct processes, and emergency response.
- Engage in collaborative working relationships with other housing staff as well as other campus departments.
- Must demonstrate leadership, management, and supervisory skills, and be able to communicate effectively and professionally with students, staff, parents, and other constituents
- Fulfill the obligations of a Campus Security Authority (CSA) as defined by the Clery Act. (A Campus Security Authority is an individual, who by virtue of their college responsibilities and under the Clery Act, may receive and is required to report any criminal incidents brought to their attention to the Dean of People & Culture so that they may be included and published in the college's Annual Security Report. CSA's are required to complete training on appropriately handling reporting crimes, victim relations and support, and related school policies.)
- Must live on campus during the contract term.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

This institution is an equal opportunity provider.

Required Qualifications:

- Bachelor's degree in a related field or a combination of education and experience in property management and/or business management.
- Must demonstrate leadership, management, and supervisory skills, and be able to communicate effectively and professionally with students, staff, parents, and other constituents.
- Must be able to take initiative and work independently as well as part of a team.
- Valid Montana driver's license.

Preferred Qualifications:

- Master's degree in higher education administration, Student Personnel/Student Affairs Administration, Counseling or related field.
- Undergraduate or graduate experience in a related position serving university students (Housing & Residence Life, Student Activities, Student Government, Judicial Affairs, Resident Assistant, etc.)
- Experience in a higher education setting, counseling, and de-escalation techniques.

Physical Requirements:

- Prolonged periods of sitting at a computer as well as standing and walking throughout facilities.
- Must be able to lift up to 50 pounds at times.
- Must be able to bend, lift, stretch, climb, and crawl as needed.
- Must be able to perform work in a variety of weather conditions.

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of all college transcripts
- Three professional references (names, addresses, and phone numbers).

INQUIRIES MAY BE DIRECTED TO:

Human Resources Department hr@dawson.edu

406-377-9430

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work as well as information to conduct a background check.

Nondiscrimination Policy:

Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning these matters should be brought to the attention of Daisy Nyberg, Title IX Coordinator.
Telephone: (406) 377-9412. **Email:** dnyberg@dawson.edu.. **Mailing Address** Daisy, Title IX Coordinator, 300 College Drive,
Glendive, MT 59330