The Evergreen State College
EMPLOYMENT OPPORTUNITY

Web: www.evergreen.edu/employment **Email:** jobline@evergreen.edu
Phone: (360) 867-5361 TTY: (360) 867-6834 Fax: (360) 867-6823

Bulletin 2012-003SM

Opened: January 31, 2012
Closes: February 21, 2012

The Evergreen State College
Celebrating 40 Years

RESIDENT DIRECTOR

SPECIAL NOTE
This announcement will be used to fill an anticipated full-time vacancy and to establish an applicant pool to fill anticipated openings for permanent, full-time, part-time, and temporary vacancies. These are professional "at will" positions, exempt from state Civil Service rules and the Fair Labor Standards Act overtime requirements. Appointment in this position would be renewable annually, with an annual offer of renewal based on job performance documented in the annual evaluation.

COLLEGE PROFILE
The Evergreen State College is a progressive, public liberal arts and sciences college located in Olympia, Washington, in the beautiful Pacific Northwest. Since opening its doors in 1971, Evergreen has established a national reputation for leadership in developing innovative interdisciplinary, collaborative and team-taught academic programs. The college has a vibrant undergraduate program, graduate programs, and public service centers that constitute a unique academic setting. The college values a student-centered learning environment, a link between theory and practice, and a multicultural community of diverse faculty, students and staff working together. Current enrollment is approximately 4,800. For more information about Evergreen, please visit our college catalog or our website: http://www.evergreen.edu

COMPENSATION
- Compensation for this position is $2,396 per month for a 12 month live-in position, plus benefits: a furnished one-bedroom apartment, meal plan, local phone services, internet access, and cable TV. Our facility is a non-smoking, pet free residence (except for fish, check our web site for the pet policy);
- A full state benefits package which includes: paid sick and vacation leave; paid campus holidays; a generous medical, dental, life and disability insurance package for employees and dependents; retirement; deferred compensation and optional supplemental retirement accounts. For more information about Evergreen's excellent employee benefits, please visit http://www.evergreen.edu/payroll/employeebenefits.htm;
- Exempt employees that work more than 0.5 FTE are eligible for the tuition waiver program.

MINIMUM QUALIFICATIONS
A Bachelor's degree and at least one academic year of experience working with traditional-age college freshman and sophomores.

DESIRED QUALIFICATIONS
Additional Consideration May Be Given To Candidates Who Demonstrate The Following:
Master's degree in student development or related field and two academic years of experience working with traditional-age college freshman and sophomores, preferably in Residential Life or Housing.

ESSENTIAL FUNCTIONS
RA Staff Management:
- RD's provide supervision and leadership for RA staff through weekly individual meetings, on-going performance reviews, regularly scheduled staff meetings, and in-service training.
- Promote and facilitate the establishment of a safe, welcoming environment for residents.

- Ensure the RA staff actively participates in developing community with their residents, as per ResLife expectations.
- Supervise RA staff to be attentively curious of their residents and to persistently pursue a healthy living-learning environment for each resident.
- Supervise RA staff in the coordination of social, educational, and recreational programs that complement Evergreen's academic mission.
- Supervise the RA staff to encourage residents' self-responsibility, while honoring the philosophy of the Evergreen Social Contract and Residential and Dining Policies.
- Manage area discretionary budget ensuring control and accountability of funds.
- Maintain on going written individual performance assessments on all reporting student staff, conducting appropriate discipline when needed.

RD On-call:

- The RD shares after hours on-call responsibilities with other Resident Directors.
- The RD is responsible for carrying the on-duty bag to include the on-duty radio, and on-duty cell phone.
- The on-call RD responsibilities include, but are not limited to, responding to emergencies, troubleshooting Residential and Dining Services and resident concerns, and performing follow-up investigations where necessary.
- Remain on campus while on duty at all times with the exception(s) during campus break periods when a 20-minute physical response presence to the campus can be maintained.
- Ensure the two on-call RA positions are on-duty. This includes producing an accurate schedule and distributing it, in a timely fashion, to all appropriate Evergreen staff and offices.
- Assist all staff and residents when requested, maintaining a five-minute verbal response time to all communiqués using appropriate communication equipment (cellular phone, and/or radios).
- Supervise and support the two on-call RAs (on-duty). Ensure the on-call RAs check-in, perform their walkthroughs, attend the on-call staff meeting, spend time being present in the Residential and Dining community, and complete administrative tasks. Ensure the on-call RAs proper handling of all on-call equipment including but not limited to; duty keys, radios, resident room keys, check ins/outs, room transfers, and resident room consolidations.
- Check-in with Police Services at the beginning of each shift, weekdays at 4:30 p.m. and weekends/holidays at 10:00 a.m. Attend the evening on call staff meeting, attend the end of shift debrief meeting, and assist the on-call RA' s with their final Residential and Dining Services walkthrough.
- Respond to questions and concerns raised by resident’s parents and family members as allowable by FERPA.
- Assist and support all Student staff working in Residential and Dining Services, including but not limited to, the following; the Prime Time Advising Student staff, Resident Maintenance (RM) Student staff, the ResTech Student staff, Student Visitor Program Greener Guides. Respond to questions and concerns raised by residents' parents and family members.
- Timely communication with supervisors regarding situations arising with residents and/or student staff.
- During major emergencies (disasters), the on-call RD may serve as the Residential and Dining Services Operations Officer to provide leadership, per the Residential and Dining Services Emergency Disaster Plan.

Policy Management:

- The RD proactively enforces, and ensures compliance with the policies and procedures delineated in the Residential and Dining Services Contract, Residential and Dining Services Policies, Student Conduct Code and the laws of the State of Washington.
- Ensure that policy violations are being confronted and addressed appropriately.
- Review incident reports (IR), the RA log daily, providing appropriate updates to senior staff, follow-up with on-call staff and proper adjudication.
- Address student conduct matters as they arise and/or make referrals to the student mediators and/or the Residential and Dining Services Grievance Officer.
- Make appropriate referrals to the campus grievance officer as described in the Residential and Dining Services Policies and Evergreens' Rights and Responsibilities.
- Accurately and expediently manage the implementation of sanctions, up to and including probation, as per the Residential and Dining Services contract.

- Ensure due process is followed in all conduct meetings, sanctions, and processing of administrative paperwork.

Training:

- The RD will participate with the selection, training, and development of the Resident Assistant (RA) staff.
- The RD is responsible for ongoing RA staff development, taking an active role in planning and facilitating the Fall Training, In-Service training, RA retreats, and conference participation.
- At the beginning of each quarter, evaluate each RAs training needs, establishing a list of training goals and objectives to enrich the RA's skills and abilities.
- Coordinate the RA in-service training program with the second professional RD.

Crisis Management:

- The RD provides individual advising with residents and staff as needed within the scope of their skills and training; makes appropriate referrals to appropriate campus and community resources when necessary.
- Provides crisis management, conflict management, and mediation assistance for residents.
- Supports and refers residents with psychological and/or medical concerns to the appropriate Evergreen services or public agencies.
- Works collaboratively with Police, Fire, and EMS Services, Counseling and Health Services, and Thurston County Mental Health Professionals to provide a supportive environment for residents in need of services.
- When crisis events and incidents occur within the residential communities, the RD must provide and maintain ongoing communication with Residential and Dining Services management, affected student staff, individual students, and appropriate authorities.
- The RD is responsible for providing appropriate documentation of crisis events and incidents, which occur in Residential and Dining Services or with Residential and Dining Services residents.

Residential and Dining Services Management Team:

- Attend and participate regularly in Residential and Dining Services staff meeting, ResLife staff meetings, Student Affairs meetings and retreats.
- Submit written quarterly reports to supervisor detailing each RA performance in your area of Residential and Dining Services.
- Maintain regular office hours and be readily available for residents, staff, and other members of the Evergreen community.
- Assist the Residential and Dining Services team to ensure the RA staffs proper handling of room transfers, key access, check ins/outs, and resident room consolidations.
- Assist in implementing financial, judicial, and non-student evictions from Residential and Dining Services.
- Communicate timely with supervisor, regarding resident room changes.
- Assist with all relevant Residential and Dining Services publications.
- May serve on college committees and/or Disappearing Task Forces (DTF).
- Perform other duties as assigned.

ADDITIONAL DUTIES

The RD will be assigned to a geographic area of responsibility in Residential and Dining Services, which will determine the size of their RA staff. In addition, each RD will have one or more collateral projects for which they are responsible. Additional duties may change from year-to-year depending on the composition of the Residential Life staff. Examples of projects may include:

- <u>Advising an organization</u>: This may include advising the GO (Greener Organization, the Residence Hall Association), the NRHH chapter (National Residence Hall Honorary), a themed-housing area, or advising the HAP (Housing Arbitration Panel).
- <u>Coordinating a project for the department</u>: This may include coordinating orientation for new residents, the conduct system assessment plan, Resident Advisor search/screen, Opening/Closing the residence halls, or assisting in managing the Primetime space for academic outreach on-campus.
- <u>Working as a liaison</u>: This may include working with Student Activities, Athletics, the Campus Recreation Center, First Peoples' Advising, and/or Academic Advising.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to promote and maintain a strong commitment to sustainability, cultural diversity, and a restorative justice style of student conduct.
- Ability to respond to crisis and emergency situations in an effective and timely manner.
- Ability to effectively interact with, supervise and lead student staff.
- Ability to effectively interact with a multicultural, diverse student community.
- Excellent interpersonal and written communication skills.
- Ability to use sound and appropriate judgment and reasoning; ability to identify strengths/weaknesses of alternative solutions, conclusions or approaches to problem solving.
- Ability to handle multiple tasks requiring a high degree of accuracy and attention to detail and prioritize competing demands.
- Knowledge of crisis response, conflict management and mediation techniques.
- Ability and desire to train and develop quality programming and leadership skills in a group living situation.
- Ability to maintain confidentiality of student related records and information.
- Ability to understand and comply with established college policies and procedures, local ordinances, and federal and state laws.
- Ability to ensure controls and accountabilities of programming funds, and to manage resources.
- Ability to develop and maintain a working knowledge of computer programs in use by Residential and Dining Services.
- Ability to create, organize and maintain records, files, and notes.

CONDITIONS OF EMPLOYMENT

- Persons hired must provide proof of identity and employment eligibility within three (3) days of beginning work.
- The RD must live in the residence assigned.
- The RD shall remain on campus for the first and last weekends of each quarter.
- The RD shall attend staff development, training, and meetings necessary for adequate performance of assigned tasks.
- The RD is required to uphold and obey established policies of Evergreen and Residential and Dining Services, and to uphold the laws of Thurston County, State of Washington and the Federal Government.
- The RD shall not advance personal, political, commercial, or religious enterprises.
- Breach of confidentiality is grounds for termination from employment.
- Successful completion a personal background check is required.

APPLICATION PROCESS

TO SUCCESSFULLY APPLY AND BE CONSIDERED FOR THIS POSITION YOU MUST COMPLETE AND SUBMIT ALL THE FOLLOWING REQUIRED APPLICATION MATERIALS:

(1) A **cover letter** of application that clearly states how you meet the **Minimum Qualifications** and the extent to which you meet the **Desired Qualifications** and that thoroughly describes how your qualifications, training and experience have prepared you to demonstrate **these two Knowledge, Skills and Abilities statements**:
- Ability to promote and maintain a strong commitment to sustainability, cultural diversity, and a restorative justice style of student conduct.
- Ability to respond to crisis and emergency situations in an effective and timely manner.

(2) A **resume** that includes a chronological work history that details your education, training and professional experience, including months and years in each position.

(3) At **least three work-related references** (required) including the names of supervisors, current addresses and telephone numbers and an Affirmative Action Data Sheet (optional). See attached forms

Please carefully read the job bulletin and submit **all requested items by the review date for first consideration**. The committee in its screening of applicants will assume your abilities and experience include only those elements specifically documented within your application materials. By submitting a completed application for this position you are acknowledging that all of the information that you have submitted to apply for this job is true and complete to the best of your knowledge. You understand that The Evergreen State College may verify this information and that untruthful or misleading answers are cause for rejection of your application or dismissal if you are hired.

Materials may be submitted using any one of the following options:

- **Email:** jobline@evergreen.edu
- **Mail:** The Evergreen State College
  Human Resource Services, LIB Room 3102
  2700 Evergreen Parkway NW
  Olympia, WA 98505
- **Fax:** (360) 867-6823
- **Or in person to the Human Resource Services office.**

Application materials submitted to the College become property of the College and will not be returned.

To request disability accommodation in the application process, call the Human Resource Services Office at (360) 867-5361 (voice), or (360) 867-6834 (TTY) or email your request to jobline@evergreen.edu.

Changes and/or modifications to this bulletin will be located in the Human Resource Services Office, Library Building, Room 3102 and on our web site at: www.evergreen.edu/employment

Committed to equal opportunity and operating with an Affirmative Action Plan, The Evergreen State College is working to build a diverse faculty and staff. We strongly encourage qualified persons of all races, ethnicities, and sexual orientations, persons of disability, persons over forty, women, Vietnam Era and disabled veterans to apply.

EVERGREEN

AFFIRMATIVE ACTION DATA

Please complete and return this form with your employment application package.

Name: (Print) _____

Position: RESIDENT DIRECTOR 2012-003SM

How did you first learn of this position? _____

Thank you! Your feedback helps us to improve our outreach efforts for future recruitments.

The Evergreen State College is an equal opportunity employer. The College's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the college requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

This information will be separated from your application and handled confidentially by the Office for Equal Opportunity.

Please check any/all of the following that apply:

- ☐ Male
- ☐ Female
- ☐ African American/Black
- ☐ Asian/Pacific Islander
- ☐ Age 40 or older
- ☐ Caucasian/White
- ☐ Hispanic/Latino
- ☐ Person with a disability
- ☐ Native American/American Indian/Alaska Native
- ☐ Special Disabled Veteran (30% or more disability)
- ☐ Vietnam Era Veteran (served 180 days or more between 2/28/61 and 5/7/75 and does not have a dishonorable discharge)

EVERGREEN

REFERENCES

Name: (Print) _____

Position: RESIDENT DIRECTOR 2012-003SM

Please print or type: Name, position title, current address and telephone number.

1. _____

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2. _____

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3. _____

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(List additional references on separate sheet)

"I hereby authorize The Evergreen State College to make inquiries regarding my education, work experience and references, unless otherwise stated. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give."

Comments: _____

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Name of Applicant **Date**