THE NEW SCHOOL
STUDENT HOUSING AND RESIDENCE LIFE

Head Resident Position Description
2013-2014

The Head Resident (HR) position is a live-in position within The New School residence halls and an integral part of the Housing and Residence Life program at The New School. Under the direct supervision of the Residence Hall Director (RHD), the HR position is as follows:

- Work to establish a cohesive and responsible community in the residence halls and across campus
- Maintain a consistent level of visibility within his/her community and keep routine verbal and visual contact with residents within the area of responsibility
- Assess his/her community and guide Resident Advisors (RAs) in developing educational programs as determined by resident need and that follow the values set forth in the departmental programming model
- Promote resident involvement and participation in programs and activities in and out of the residence halls
- Supervise or Co-Supervise RA staff
- Advise, refer, and support RAs and residents as they work through academic and personal issues
- Assist RAs and residents in individual and group conflict mediation
- Enforce and abide by the policies of Student Housing & Residence Life, The New School, New York State and Federal laws in the residence halls
- Provide information to residents regarding housing and university functions, policies, and university resources through passive and active means
- Participate in the HR/RHD level of emergency on-call duty rotation as determined by supervisor
- Maintain 15 office hours per week
- Be the Advisor to the building's Hall Council
- Attend and participate in weekly staff meetings and one-on-one meetings with RAs and supervisor
- Work to develop strong partnerships among housing staff members and across campus
- Identify, confront, and document behavioral problems and instances of policy violation
- Communicate all disciplinary matters, emergency situations and student concerns to appropriate university officials
- Refer students to appropriate University resources when necessary
- Complete necessary administrative paperwork in a timely manner
- Participate in occupancy-related processes including check-in and check-out procedures, room changes, confirmation of no-shows, and all opening and closing functions
- Participate in student staff selection and training
- Participate in available professional development opportunities to further enhance required skills
- Act as an appropriate role model and representative of the University by conducting one's self in a manner that is in compliance with the University student Code of Conduct and policies outlined in the Housing contract and handbook
- Provide appropriate customer service to students and visitors
- Perform other duties as assigned

The terms of employment are contained in the Head Resident Position Description, Head Resident Contract, Expectations & Standards, and any additional expectations set by your supervisor.

Position Expectations

Period of Employment

- This is an academic year appointment beginning in August and running through May. Additionally, there may be an opportunity to be employed as a HR during the summer. The duties may be the same as during the academic year, or different. Full details of summer position can be obtained from the Central Housing Office.
- **Head Residents (HR) are expected to stay in the residence halls through University breaks and holidays based on the needs of the residence hall.** With the approval of your supervisor and provided there is the necessary on-call coverage for your building, HRs may leave **no earlier** than the Saturday prior to the start of Winter Break and no earlier than the Friday prior to the start of Spring Break. All HRs must return for spring training.
- HRs are expected to reside in residence and sleep in their rooms. You should inform your supervisor when you plan to be away. HRs are "in residence" during all periods of halls being occupied/open. Extended absences from the residence hall (24 hours or more) must be arranged in advance with your supervisor.

Supervision

Each HR will assist in the supervision of Resident Advisors, Office Assistants, and other residence hall personnel as assigned. HRs are required to serve 15 weekly office hours as assigned by their supervisor.

On Call, Duty & Office Hours

On call and duty responsibilities require availability during evening and weekend hours. Duty is from 5 PM to 8 AM on weeknights, and 24 hours (5 PM to 5PM the following day) on weekends. During university holidays and breaks 24-hour on call coverage is required. Each HR will serve on the University Housing on-call rotation, which includes on-site response in crisis and emergencies, contact with parents, escorting students to the emergency room and, as appropriate, follow-up with students, family members, faculty, and staff.

Additional Time Commitments

HRs are expected to participate in departmental events such as Student Staff Selection, Residence Hall Tours, Open Houses, Housing Selection, and Professional Staff Selection. These commitments are in addition to regular HR duties. Any significant time commitments while employed as a staff member (executive office in a student organization, internships, fieldwork experience, etc.) must be discussed with your supervisor and approved by the Assistant Director for Residence Life before making the commitment. Approval is not guaranteed.

Additional Employment

Plans to accept employment in addition to the HR position must be discussed with your supervisor who will bring such request to the Assistant Director for Residence Life. HR responsibilities are considered primary, and the Assistant Director for Residence Life may deny a request for additional employment.

Staff Meetings, Individual Supervision

HRs are required to attend weekly staff meetings within their respective residence halls as well as weekly professional staff meetings for the department. If one is unable to attend a required meeting due to academic reasons, advance notification must be submitted to your supervisor for approval. HRs are required to attend bi-monthly individual supervision meetings with their supervisor. Weekly meetings may be requested at the discretion of your supervisor.

Training & In-Services

All HRs are required to attend Fall and Spring training to be conducted prior to the opening of the residence halls and the start of classes. Returning HRs are required to participate in the planning and facilitation of training. In addition, HRs are required to attend additional training (in-services) during the fall and spring semesters. Details about times and locations will be provided during fall training in August. HRs will also need to attend all mandatory meetings/programs assigned by the Assistant Director for Residence Life.

Retention and Reappointment
HR retention and reappointment are contingent upon resident feedback, Performance Dialogues, and the Assistant Director for Residence Life's recommendation. Overall job performance will be reviewed on an annual basis. Re-assignment will be based on performance dialogues and participation in the returning staff placement process. Contracts are for one academic year, and are not automatically renewed.

Position Qualifications

HRs must be at least a full-time, degree seeking student at the start of the position. HRs who are graduate students are required to enter the HR position with a 3.0 cumulative grade point average. All HRs are required to maintain this minimum cumulative GPA. Should his/her GPA fall below the minimum, he/she has the following probationary semester to raise his/her GPA. Should his/her GPA remain below the minimum after the probationary semester, the HR position will be terminated. HRs placed on University probation (academic or disciplinary) will be terminated from their HR position. HRs may carry a maximum of 18 credit hours. Permission to carry a heavier course load must be obtained from the Assistant Director for Residence Life.

Compensation

Each HR will receive a single room in one of the university residence halls. For the academic year HRs will receive an annual stipend of $6,000 and meal stipend of $400. If hired for the summer, HRs will receive a stipend of $3,000 for the summer term. All stipends are subject to state and federal taxation guidelines. Students receiving any form of financial aid are strongly encouraged to consult with the Financial Aid Office to determine the impact of HR employment on financial aid packaging.

Residence Hall/Room Assignment
HRs are assigned to buildings accordingly to provide the best residence life program possible. HR Residence Hall assignments and room placement are for the entire academic year. The Director of Student Housing & Residence Life or his/her designee reserves the right to relocate HRs at any point throughout the year.

Damage Charges
HRs who sign a 2013-2014 HR Contract are exempt from paying the $250 damage and security deposit during their employment; however, at the conclusion of their employment they will be financially responsible for any unauthorized alterations, damages to the room or cleaning costs. Common area damage charges accrued during the year will not be charged to HRs.