

**HEAD RESIDENT POSITION DESCRIPTION
2018 – 2019 ACADEMIC YEAR**

The Head Resident (HR) position is a live-in position within The New School residence halls and an integral part of the Housing and Residential Education program at The New School. Under the direct supervision of the Area Coordinator (AC), the HR position is as follows:

- Manage high stress situations
- Assist RAs and residents in conflict mediation
- Co-Supervise a staff of Resident Advisors (RAs)
- Complete administrative paperwork in a timely manner
- Provide appropriate customer service to students and visitors
- Maintain 10 office hours per week as determined by supervisor
- Attend HR trainings at the start of the fall and spring semesters
- Refer students to appropriate university resources when necessary
- Assist in building management as deemed necessary by supervisor
- Develop strong partnerships among housing staff and across campus
- Participate in and present training sessions for RA training/development
- Identify, confront, and document behavioral problems and policy violations
- Advise, refer, and support RAs and residents as they navigate academic and personal issues
- Establish a cohesive and responsible community in the residence halls and across campus
- Participate in the HR/RHD level of emergency on call (duty) rotation as determined by supervisor
- Participate in student staff selection and training, open houses, and other departmental requirements
- Participate in available professional development opportunities to further enhance required skills
- Promote resident involvement and participation in programs and activities in and out of the residence halls
- Lead/participate in weekly professional staff meetings and one-on-one meetings with RAs and supervisor
- Immediately communicate all disciplinary matters, emergency situations, and student concerns to appropriate university officials
- Enforce and abide by the policies of Housing & Residential Education, The New School, and New York State and Federal laws in the residence halls
- Provide information to RAs and residents regarding housing and university functions, policies, and university resources through passive and active means
- Advise to the building's Hall Council and RA level Hall Council Advisors
- Maintain a consistent level of visibility within their community and keep routine verbal and visual contact with RAs and residents within the area of responsibility
- Assess community and guide RAs in developing educational programs as determined by resident need and that follow the values set forth in the Community Building Guide
- Participate in occupancy-related processes including check-in and check-out, room changes, room selection, confirmation of "no-shows", vacancy checks, StarRez updates and all opening and closing functions
- 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 Residence Hall handbook
- Perform other duties as assigned

The terms of employment are contained in the Head Resident position description and the Head Resident Employment Agreement and Expectations as well as any additional expectations set by the HR supervisor.

POSITION EXPECTATIONS

PERIOD OF EMPLOYMENT

- This is an academic year appointment beginning early August and culminating in late May. Additionally, there may be an opportunity to be employed as a HR during the summer.
- Head Residents (HRs) are expected to remain in the residence halls through University breaks and holidays based on the needs of their residence hall and the professional housing and residential education staff. With supervisor approval and provided there is the necessary on-call coverage for one's 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 discuss with and agree upon a return date with their supervisor prior to winter closing for early January, dates TBA.
- HRs are expected to reside in residence and sleep in their rooms. HRs should inform their supervisor when they plan to be away. HRs are "in residence" during all periods of halls being occupied/open. Extended absences from the residence hall (more than 48 hours) must be arranged in advance with one's supervisor.

SUPERVISION

- Each HR will supervise Resident Advisors and assist in the supervision of student Community Assistants, and other residence hall personnel as assigned. HRs are required to serve 10 weekly office hours as assigned by their supervisor. Additional hours outside of the office should be expected.

ON CALL & DUTY

- Each HR will serve on the University Housing on-call rotation at the RHD level, which includes on-site response in crisis and emergencies, contact with parents, escorting students to the hospital/emergency room and, as appropriate, follow-up with students, family members, faculty, and staff. On call and duty responsibilities require availability during evening and weekend hours. Duty is from 5 PM to 9 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.

ADDITIONAL TIME COMMITMENTS

- HRs are expected to participate in departmental events such as staff selection, residence hall tours, open houses, housing selection, staff recognition and others as assigned. 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 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 Associate Director of Residential Education. HR responsibilities are considered primary, and the Associate Director of Residential Education 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 departmental staff meetings. 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 meetings with their supervisor. Additional meetings may be requested at the discretion of your supervisor.

TRAINING & DEVELOPMENT

- All HRs are required to attend fall and spring semester training 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 may be required to attend/participate in developmental opportunities for RA and HR staff. Details about times and locations will be provided during fall training in August.

RETENTION AND REAPPOINTMENT

- HR retention and reappointment are contingent upon resident feedback, performance evaluations and dialogues, and a supervisor's recommendation. Overall job performance will be reviewed on a bi-annual basis. Building re-assignment will be based on performance dialogues and participation in the returning staff placement process. The position is for one academic year, and is not automatically renewed. There is a two year temporary employee appointment limit.

POSITION QUALIFICATIONS

HRs must be at least a full-time, degree seeking student at the start of and throughout the duration of the position. HRs entering the position as a current graduate student must hold a 3.0 cumulative grade point average, those with an undergraduate degree must enter with a cumulative 2.5 GPA. All HRs are required to maintain a minimum 3.0 cumulative GPA. Should their GPA fall below the minimum, they have the following probationary semester to raise it. If their GPA remains 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 12 credit hours. Permission to carry a heavier course load must be obtained from the 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 \$7,000 and a \$1,600 new card cash meal stipend. If hired for the summer, HRs will receive an additional stipend 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 to provide the best residential education experience possible. Residence Hall assignments and room placement are for the entire academic year. HRs are assigned a single room with a shared common space. This may or may not be a gender inclusive space. The Senior Director for Student and Campus Life or their designee reserves the right to move HRs at any time as necessary.

DAMAGE CHARGES

HRs who sign a HR Agreement are required to apply for housing but exempt from paying the \$350 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 be charged to HRs if they are responsible for the damage.