HEAD RESIDENT POSITION DESCRIPTION
2015 – 2016 ACADEMIC YEAR

STUDENT HOUSING AND RESIDENCE LIFE
THE NEW SCHOOL

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 Area Coordinator (AC), 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 their community and keep routine verbal and visual contact with residents within the area of responsibility
- Guide Resident Advisors (RAs) in developing educational programs that meet learning outcomes identified in the Community Building Guide
- Promote resident involvement and participation in programs and activities in and out of the residence halls
- Supervise, advise, refer, and support RAs and residents as they work through academic and personal issues
- Assist RAs and residents in 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
- Maintain 10 office hours per week
- Act as the Advisor to the building's Hall Councils
- Attend, participate and lead weekly staff meetings and one-on-one meetings with RAs
- Work to develop strong partnerships among housing staff members and across campus
- Monitor and evaluate RA programming as outlined in the Community Building Guide
- Evaluate the performance of the RA staff up to two times during the academic year
- 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 and supervise 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 opportunities to lead professional development opportunities
- 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
- Participate in professional staff training which may last a week or more in August and January of each year
- Perform other duties as assigned by supervisor

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 2015 and running through May 2016. Additionally, there may be an opportunity to be employed as a HR during the summer.
- Head Residents (HR) are expected to stay in the residence halls through University breaks and holidays based on the needs of their residence hall and the professional housing and residence life staff. With the approval of your supervisor 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 return for spring training.
- 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 Office 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 ate RHD level, 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. 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 Student Staff Selection, Residence Hall Tours, Open Houses, Housing Selection, Staff recognition 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. Additional 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 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. 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 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 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 $450. 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. HRs will be provided a single room, but will share the suite with residents of the assigned building. The Assistant Vice President of Student Housing and Residence Life or their designee reserves the right to relocate HRs at any point throughout the year.

Damage Charges

HRs who sign a 2015-2016 HR Contract are required to apply for housing but 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 unless they have been found responsible for those damages.