



## OFFICE OF HUMAN RESOURCES

### POSITION ANNOUNCEMENT

**POSITION TITLE:** Resident Director  
**PERSONNEL STATUS:** Contingent II/Exempt  
**DEPARTMENT:** Office of Residence Life  
**OPEN DATE:** March 13, 2015  
**CLOSING DATE:** Open Until Filled

**Responsibilities:** Develops a student community that is academically and socially stimulating; initiates and assists with planning and organizing community development programs and activities; assists in the recruitment, selection, training, supervision and evaluation of student staff; supervises residence hall building security operations; advises residents on social and academic issues and concerns; discusses and confronts inappropriate behavior; clearly identifies necessary behavioral changes; conducts judicial and disciplinary hearings, coordinates crisis intervention with appropriate guidance and involvement; maintains the residence hall environment by the submission and follow up on the work process; conducts monthly health and safety inspections; prepares correspondence and reports and maintains appropriate hall records as required or requested; serves as Advisor to Hall Council; assists with special projects as assigned by the immediate supervisor or the Director of Residence Life; serves on committees and planning groups as requested; introduces and implements new concepts that will make residence hall living a more rewarding and meaningful experience for students at Bowie State University. The Resident Director is expected to participate in the department duty rotation.

**Qualifications:** Bachelor's degree required. Minimum two (2) years of post undergraduate work experience in Residence Life, Student Affairs, or a related field such as social work or counseling required. Master's in Student Affairs, Student Personnel, Higher Education Administration or Human Behavior disciplines is preferred. Strong background in student development theory and establishing strong community environments is a must.

**Conditions of employment:** This is a 12 month live-in position.

#### Competitive Salary and Benefits Package

**RANGE: I**

**APPLICATION:** Interested and qualified applicants should submit two copies of a cover letter, resume/curriculum vitae, BSU Employment Application, along with a list of at least three (3) professional employment references. **Submissions without an application will not be considered.** Email or mail all documents to:

Office of Human Resources  
Bowie State University  
14000 Jericho Park Road  
Bowie, MD 20715  
JOBS@bowiestate.edu

#### **Bowie State University is an Equal Opportunity/Affirmative Action Employer**

*Auxiliary aids and services for individuals with disabilities are available upon request. Please contact the University's EEO Officer at 301-860-3442.*

To download the BSU application, go to <http://www.bowiestate.edu/files/resources/staff-employment-application-revised-9-2014.pdf>

*In accordance with the Cleary Act of 2000, you are advised to contact the Bowie State University Campus Police Office for Disclosure of Criminal Incidents that occur on our campus.*