2016-2017
Office of Residential Life
Live-On Head Resident I
Position Description

Under general direction of the Director of Residential Life and reporting directly to an Area Coordinator, the Head Resident I is responsible for the effective, 24-hour daily operation of a residential community and also performs duties that assist students in adjusting to campus life. This position oversees a residential community that houses between 200-325 students.

Responsibilities

Supervise Community Services Advisor (CSA) staff, SSU’s version of Resident Assistant, in conjunction with an Area Coordinator (AC)
- Assist with the planning and implementation of all staff trainings, meetings, and in-services
- Provide on-going support for the CSA staff with regards to programming assistance/advising
- Manage annual programming and staff development budget
- Oversee on-call/desk schedules for CSAs

Assist students in adjusting to campus life
- Identify students with personal, social, academic, or disciplinary problems, and advises them or refer them to the appropriate campus agency

Advisor to Village Council
- Assist with the development of a student self-government within the village
- Support Village Council in the coordination of village wide activities for their community

Participate in Professional Staff Conduct Process
- Serve as a conduct officer for the Office of Residential Life
- Adjudicate low level discipline cases

Provide general assistance to the Office of Residential Life and the residential community
- Support additional Office of Residential Life functions
- Be available in office throughout the week/establish weekly office hours
- Attend weekly Residential Life professional staff meetings
- Serve as Professional Staff On-Call for crisis/emergency response in the residential community meetings

Complete other duties as assigned

Professional Competencies

Outlined by ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners (2015), the primary competency area that the Head Resident I will develop, include:

Personal and Ethical Foundations (PEF)
- Develop and maintain integrity in one’s life and work; this includes thoughtful development, critique, and adherence to a holistic and comprehensive standard of ethics and commitment to one’s own wellness and growth. Our personal and ethical foundations grow through a process of curiosity, reflection, and self-authorship.

Leadership (LEAD)
- Leadership involves both the individual role of a leader and the leadership process of individuals working together to envision, plan, an affect change in organizations and respond to broad-based constituencies and issues. This can include working with students, student affairs colleagues, faculty, and community members.

Advising and Support (A/S)
- Providing advising and support to individuals and groups through direction, feedback, critique, referral, and guidance. Through developing advising and supporting strategies that take into account self-knowledge and the needs of others, we play critical roles in advancing the holistic wellness of ourselves, our students, and our colleagues.

A complete list of competencies can be found at ww.naspa.org or ww.myacpa.org.
Required Criteria
- Bachelor's Degree
- Preferred admittance and enrollment in a graduate program or post baccalaureate program
- Must have at least 1 year of experience as CSA/RA, 2 years of college student leadership experience, or equivalent experience working with college-aged students
- Possess general knowledge of the personal and social problems typically encountered by present-day college students
- Demonstrated ability in administration of tasks
- Demonstrated ability in programming for a residential community, or equivalent
- Must be available July 13, 2016 through May 25, 2017
- Must attend professional staff meetings, in-services and all other meetings/retreats/pre-services
- Must be able to live on campus, in a staff apartment

Work Schedule & Remuneration (25 hours per week)
- 15 hours/week @ 16.50 per hour (minor vacation/sick leave accrual)
- 10 hours/week in exchange for room and board
- Meal Plan
- Fully furnished 1-2 Bedroom Apartment w/laundry facilities. Possible shared environment
- Professional Development Funds
- Training begins on July 13, 2016

Application Materials
- This position is listed as the Head Resident I position and is considered a part time, professional staff position and is posted on the Sonoma State University Jobs website at http://www.sonoma.edu/jobs/job_opportunities.html. Please go to this website to apply for this position.

Complete application must include:
- Cover Letter/Letter of Interest
- Resume

Questions can be directed to Stacey Murray, Office of Residential Life, 707-664-4192, murrays@sonoma.edu