University of the Pacific
Housing and Greek Life Office
Residence Director, Greek Communities Position Description

POSITION PURPOSE: The Residence Director, Greek Communities (RD) serves as the primary administrator for a Greek community/Chapter House. The RD will strive to create a living environment that promotes academic achievement, personal growth and development. Responsibilities include: Chapter oversight, working with the Inter-fraternity Council, College Panhellenic, Multicultural Greek Council Executive Boards and Order of Omega; duty coverage, building relationships with students, counseling and student conduct and general administration. This position reports to the Area Coordinator for Greek Life.

ESSENTIAL FUNCTIONS:

Advising: (1) Meet weekly with Chapter President and/or Chapter House Manager to discuss concerns of the house (2) Communicate with Chapter Advisor and/or House Corporation Board President regarding University policies that affect fraternal organizations (3) Work with Chapter members to help plan events to make sure compliance standards with all national, local and University policies are met

Training and Development: (1) Work with the Assistant Director for Greek Life and Area Coordinator for Greek Life, as to develop training and activities to promote students and Greek Life and unity.

Relationships with Residents: (1) Establish relationships with all residents of the house and be available and approachable to residents (2) Serve as a positive role model for residents, exemplifying good character and responsibility (3) Maintain awareness of residents’ attitudes, possible adjustment issues and any behavioral patterns to address and/or properly refer.

Student Conduct: (1) Act as the institutional representative in explaining and interpreting University and Housing and Greek Life policies and procedures (2) Confront inappropriate behavior in an objective, consistent and respectful manner, providing rationale for policies and addressing students’ concerns (3) Follow-up with students violating policy.

Student Counseling: (1) Act as a resource for students seeking assistance in resolving personal and/or house-related conflicts (2) Advise students with personal concerns, and/or refer them to other appropriate campus resources for assistance (3) Respond to crisis situations involving individual students or groups of students.

Programming: (1) Assist students with programming for the Chapter (2) Assist the Assistant Director for Greek Life with programming for the entire Greek Community.

Duty Responsibilities: (1) Participate in an On-Duty rotation for the Greek Houses, residence halls and apartment communities (2) Be available to serve as a resource for Area Coordinators and other areas of the campus for addressing or resolving issues that come up (3) Assist with duties in the residence halls if needed/necessary.

General Administration: (1) Assume responsibility for the daily operation of a Greek house/community (2) Supervise the opening and closing of the community at the beginning and end of each term and assigned vacation periods (3) Prepare all required reports, records, and evaluations promptly and accurately (4) Maintain an accurate inventory of all equipment, furniture, and facilities within the community (5) Request repairs and monitor progress of repairs (6) Coordinate the completion of various administrative tasks within the house, including room and floor condition reports, work orders, and room changes. (7) Performs other duties as assigned or requested.

MINIMUM QUALIFICATIONS:

(1) Experience in housing, Greek Life, orientation, student government and/or campus programming is preferred (2) Acceptance into Pacific’s Masters of Arts in Educational Administration and Leadership program (3) Commitment to Greek Life and the Student Affairs profession in general (4) Knowledge and interest in working in a college environment (5) Due to position requirements, no concurrent employment is allowed; any exceptions require approval from supervisor (6) Being a member of a social Greek organization is strongly preferred.

PHYSICAL JOB DESCRIPTION:

Work performed both in and out doors; ability to lift 25 lbs; frequent walking, sitting, standing, bending, kneeling, twisting; frequent use of phone and computer keyboard.

BENEFITS:

- 18 Graduate Units per academic year
- $6,000 10-month stipend
- Discount at the University Bookstore
- Private furnished apartment with private bedroom, high speed internet, cable and local phone; utilities covered
- Platinum meal plan when dining facilities are in full service
- $750 per academic year for professional development
- Option to participate in University health, dental and vision plans

Revised: 11.19.09