



## Resident Director Job Description

The position of Resident Director (RD) at Middle Tennessee State University is an essential component of the Housing and Residential Life Program. RDs are MTSU students (preferably graduate students) that are selected on the basis of the following criteria: (1) previous residence hall experience (2) academic achievement (3) leadership skills (4) interpersonal effectiveness and (5) the ability to serve as a positive role model for residential students.

### Job responsibilities include, but are not limited to:

- Managing 24 hour desk(s)
- Supervising student staff
- Advising area government
- Participating in on call duty rotation, to include some weekends and holidays
- Crisis intervention
- Peer counseling
- Facilitating the involvement of residents on campus and in-hall activities
- Attend professional development staff meetings in the fall and spring semesters (time and location will be determined at a later date)

### Qualifications include:

- Be enrolled as a full time student at MTSU; undergraduate or graduate
- At time of application, possess a semester and cumulative grade point average (GPA) of 2.5 if undergraduate, 3.0 if graduate; maintained throughout employment
- Have previous residence hall leadership, and supervisory experience
- Be in good standing with MTSU and Housing and Residential Life

### Compensation:

- A furnished apartment including all utilities, cable, and local telephone service.
- A stipend of \$6500 for undergraduate students and \$7000 for graduate students, dispersed in ten (10) equal payments.
- RD's receive instruction concerning the various facets of their position, opportunities for personal development not available to the general student population, and practical work experience to support their efforts to gain full-time employment upon their graduation or departure from MTSU.

If you have any questions please contact Andrew Bickers at 898-2860 or [abickers@mtsu.edu](mailto:abickers@mtsu.edu)

Semester GPA: \_\_\_\_\_

Overall GPA: \_\_\_\_\_

## RESIDENT DIRECTOR APPLICATION

Directions: Type or print legibly on the application. Return the completed application, cover letter, resume and references to Housing and Residential Life, KUC 303, 1301 E. Main St., Box 6, Murfreesboro, TN 37132.

### Personal Information

Full Name \_\_\_\_\_ Date of Application: \_\_\_\_\_

Gender  Male  Female M Number \_\_\_\_\_

Email Address \_\_\_\_\_ Local Phone \_\_\_\_\_

Current Local Address \_\_\_\_\_

(Street) (City) (Zip Code)

Home/Permanent Address \_\_\_\_\_

(Street) (City) (Zip Code)

Permanent Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Summer Address (if different from home) \_\_\_\_\_

(Street) (City) (Zip Code)

Summer Phone \_\_\_\_\_

Applying for a position that begins  Spring \_\_\_\_\_  Fall \_\_\_\_\_  Summer \_\_\_\_\_

### Educational Information

Major(s) \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Classification (circle one) UNDERGRADUATE GRADUATE

Semester GPA \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

(A 2.5 GPA is required for undergraduates and 3.0 for graduates for both the semester and cumulative GPAs at the time of application)

Have you attended another college/university besides MTSU?  Yes  No

College/University \_\_\_\_\_ Dates Attended \_\_\_\_\_

College/University \_\_\_\_\_ Dates Attended \_\_\_\_\_

### Additional Information

Have you ever been convicted of a felony or other criminal offense other than a traffic violation?  Yes  No

If yes, please explain \_\_\_\_\_

Have you been admitted to graduate school at Middle Tennessee State University?  Yes  No

If yes, what program \_\_\_\_\_ if no, when will you be admitted \_\_\_\_\_

If you are a graduate student do you have an assistantship or practical experience associated with your program?  Yes  No

If yes, please explain \_\_\_\_\_

## Employment and Involvement

Please list any activities or commitments you anticipate being involved in while employed as a Resident Director.

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I understand that all documents relative to this application including, but not limited to, signed application and staff evaluations are confidential. I further understand that I will not have the opportunity to personally review these documents. However, I may meet with a member of the selection committee to get feedback. This procedure is in compliance with the Family Educational Rights and Privacy Act of 1974.

I understand that my signature below authorizes Housing and Residential Life to review my academic and criminal records.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**In addition to a complete application, please submit a cover letter, resume and three references, one must be from a current supervisor. In your cover letter, please summarize why you applied for the Resident Director position and list any contributions you may make to the organization, and how your previous work experience may apply to the Resident Director position.**

All material may be mailed, delivered or e-mailed to:

Andrew L. Bickers  
abickers@mtsu.edu  
1301 E. Main St., MTSU Box 6  
Murfreesboro, TN 37172  
(615) 898-2860 office (615) 904-8389 fax

It is the policy of Middle Tennessee State University to provide employment, training, compensation, promotion, and other conditions of employment based on qualifications, without regard to race, color, national origin, religion, sex, age, veteran status, or disability.