



**Tropicana Student Living (TSL)  
Resident Director (RD) 2020-2021**

The term of the Tropicana Student Living Resident Director (RD) - Residence Life position is an 11-month position from July 27th, 2020 and ending on or around June 30, 2021 (when all requirements are filled). Resident Directors are required to remain at Tropicana Student Living until the building is officially closed and all closing requirements have been completed. They will lead closing shifts (for the Thanksgiving break, Winter break, Spring break, SBCC academic year and UCSB academic year). In addition, Resident Directors will be required to hold the phone over break (Thanksgiving, Winter Break, or Spring Break). Schedules will be worked out between the RDs, Area Coordinator, and Director of Residence Life.

RDs will be required to be on property before their staff required 24 hours' report time unless pre-approved by the Director of Residence Life. Please review the Tropicana Student Living 2020-2021 Academic Year Calendar for SBCC and UCSB.

The Resident Directors report to the Area Coordinator and is responsible for assisting with the implementation and on-going development of the student personnel, community development and academic/social programs at Tropicana Student Living. This is a part-time, live-in, position. The range of responsibilities for the Resident Director (RD) includes (but is not limited to) the following:

Employee benefits are as follows:

- As an RD, you will receive room and board (whenever one of the two cafés are open) within Tropicana Student Living residence hall as compensation for your services. You will be assigned to a single bedroom in a three-, five- or six-person suite and have a 17-meal plan per week.
- Required to submit a \$350.00 dollar security deposit day of move in or before.
- You will also receive a parking space as part of your compensation package in one of our five parking lots.
- RD's will receive a \$300 stipend every pay period.

Please review the following requirements for the RD position.

- Must maintain a current and cumulative grade point average of 2.5 or higher. The RD whose average drops below the 2.5 GPA will either be placed on probation or may be relieved of their position. You will be required to submit your semester/quarterly transcripts to the Director of Residence Life within one week after final grades are posted.
- Must be currently enrolled as a full-time UCSB or SBCC student and of at least Junior standing as of Fall 2020, unless prior approval has been arranged in writing with the Director of Residence Life.
- Work an average of 25-30 hours per week. In addition, you are required to be present and available in your quad/on your floor on a regular basis in the event that your services are needed.
- RD can work/volunteer up to 5 hours a week with another organization if approved by the Director of Residence Life.
- You will be required to supervise one or two of the RA Staff Tasks as well.
- You are required to have your work Outlook Calendar updated daily to reflect your availability weekly and be checking your email on a daily basis.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_



**Meeting Requirements:**

- Must commit to a two-hour weekly building meeting with your RA staff every Wednesday from 6-8pm during the academic year (may change due to school conflict).
- Must commit to a two-hour weekly RD meeting with the Director of Residence Life on every Tuesday from 6-8pm.
- You will be required to lead the portion of these weekly meetings that is dedicated to your assigned building.
- Conduct 1:1 and supervisory meetings every other week with your RA staff.
- Schedule a bi-weekly 1:1 meeting with the Director of Residence Life.
- Schedule a bi-weekly 1:1 meeting with the Area Coordinator.

**Responsibilities - Director on Duty:**

- You will participate in a Director Duty rotation shared with the other Resident Directors and the Area Coordinator.
  - When you are Director on Duty, you will be responsible for holding the Director Duty phone 24 hours a day for one week at a time. You must be accessible by phone at all times when on duty and respond to all phone calls on the Director Duty phone in a timely and effective manner. Duty phones are not to be forwarded.
  - When Director on Duty, you must be within a 15-minute radius of the building (able to be on property within 15 minutes) to ensure quick return to the building if necessary. Directors on Duty are required to be on any TSL property by 9:00pm and must sleep at a TSL property.
  - When Director on Duty, you will assume responsibility for TSL's grand master key(s).
  - When Director on Duty, you may not consume any alcohol 12 hours before or during any shift.
  - You are expected to support and be an example to your fellow RA staff members.
- Requested changes must go through and be pre-approved 2 weeks prior on When2Work.
- You will be responsible for checking on CP/ Tutoring Thursday, Friday, and Saturday to make sure all positions are being held accountable.
- Presence is highly recommended around your respective property/floor even during off duty weekends.

**Responsibilities- Residential Life, Programming and TSO**

- You are one of the Assistants to the Area Coordinator and Director of Residence Life. Therefore, you are responsible for completing various tasks delegated by the Area Coordinator or Director of Residence Life.
- Expected to be knowledgeable and able to fulfill duties of both the RA and Customer Service Representative Staff.
- Provide educational opportunities for students and teaching individual/group decision making and leadership skills.
- Assist the Area Coordinator and Director of Residence Life, Tropicana Student Organization (TSO) and other Resident Assistants to provide educational, social and recreational programs that speak to a wide variety of interests, lifestyles, backgrounds, and needs.
- Record, assess, and evaluate the Programming model (wellness model) with the Area Coordinator and Director of Residence Life.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_



- Develop channels for student input/representation in matters involving policy, program, and procedural decisions, to provide support for student government organizations, and to respond fairly and openly to student leadership groups.
- Advise the Tropicana Student Organization (TSO). Act as a liaison between RA/AC/DRL/Admin staff and TSO.
- You are responsible for being knowledgeable in all aspects of TSL's operations including but not limited to: leasing, applications, contracts, accounting, conduct, residence life, etc. If you do not know the answer, you need to know where to find the answer or who to contact.
- You will be responsible for making/updating/assigning new Salto and/or Saflok keys during your shift.
- Other duties as assigned.

#### Responsibilities- Student Conduct

- Aid in coordinating all aspects of the student judicial conduct system including policy design, implementation, education and enforcement.
- Document and/or adjudicate behavior deemed unacceptable to our rules and regulations at TSL.
- Familiarize yourself with alcohol and drug issues surrounding college-aged students, how alcohol and drugs affects the body, alternatives to drinking, drug use, and other issues related to alcohol and drugs.
- Observe and lead low-level conduct hearings, add to the judicial documents and maintain all private information.

#### Responsibilities- Facilities Management

- Make suggestions and requests for major maintenance purchases to the Director of Residence Life. Monitor the effectiveness, repair and replacement of all building equipment.
- Assist in making on-site and off-site (during off-site TSL sponsored programs) emergency decisions.

#### Responsibilities- Resident Assistant:

- Assume a primary leadership role, serving as a role model for responsible behavior and personal integrity; exercise good judgment.
- Be a law-abiding citizen and follow all Tropicana Student Living policies as well as set a good example for your fellow teammates while on and off Tropicana Student Living property. Failure to do this may result in termination.
- Help establish community norms and ground rules to ensure open and honest communication and responsible student conduct.
- Attend weekly staff meetings and contribute to the work of the staff.
- Develop strong facilitation, effective communication and other leadership skills by participating in all training and orientation programs.
- Work with fellow staff in a positive and respectful manner.
- Attend and participate in all in-service training programs, staff meetings and activities which occur throughout the year. Absences from the in-service programs, staff meetings, and activities without permission of the Director of Residence Life can result in termination of employment. The in-services, staff meetings, and activities are designed to equip the Resident Directors to handle the responsibilities of the position.
- Resident Directors are on call 24-hours a day. You may be asked to help during a time you were not assigned for duty, in cases of emergencies and special events.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_



- Realize that residence hall staff are required to share information with supervisors and will not be able to preserve confidentiality of individual residents.
- During times of staff selection, all staff will take an active role in interviewing applicants as determined by the Director of Residence Life and the selection committee.
- You are required to lead and help facilitate the RA Selection process in its entirety during the months of January – March.
- Actively acquaint yourself with each quad/floor member as a unique individual and be sensitive to his/her strengths and concerns.
- Attend Retreats and Staff Development Activities each quarter (including Fall and Winter Retreat).
- As a model resident, your suite must be presentable and available for tours. You may be required to be a tour guide if necessary.
- You may be required to take a drug test as an employee of TSL.
- Other duties as assigned.

**Responsibilities- Administrative:**

- Assist with check-in/out, room changes, Room Condition Reports (RCRs) and taking pictures of suite condition at check-in/checkout, etc.
- Lead with opening and closing of the building for all Holiday breaks (Thanksgiving Break, Winter Break, and Spring Break) for UCSB and SBCC residents.
- Submit maintenance requests to maintenance staff in a clear and timely manner.
- Work closely with custodial personnel to help them accomplish their goals as efficiently as possible.
- Know and educate your building staff and residents the emergency response protocols and procedures. Assume a leadership role in all emergency crisis situations.
- Submit and/or adjudicate completed information reports (IRs) in regards to policy violations within the required deadline.
- You will be required to lead/run weekly staff meetings with your RA staff, with agenda items submitted to the Area Coordinator and Director of Residence Life no later than five (5) hours prior to the meeting start time. You will be required to cover certain topics that pertain to your building as well as complete team building activities with your team.
- RD's are required to complete 1:1 meetings with building RA staff once every other week.
- RD's are required to have 1:1's with the Area Coordinator and Director of Residence Life bi-weekly.
- Assist with suitemate agreements and roommate meditations when needed. This may require weekend hours as well as emergency meetings when needed.
- Serve as the advisor to the Tropicana Student Organization (TSO), as well as a liaison between the RA, ADRL, DRL, admin staff and TSO for both Residence Halls.
- You will be responsible for the detail of all Incident Reports (IR) written by you and your RA staff. Within the first six (6) weeks of the academic term, IRs will be sent to you within 24 hours of the incident for your feedback, guidance and input, serving as continual training for the RA staff. RD's are responsible for reading IR's and making sure all relevant details have been added.
- Each RD is responsible for their staff team. RD's will ensure all programs are being proposed and completed in detail, all staff tasks are being completed and the building facilitates a productive Residence Life program helping to fulfill the TSL mission.
- Complete other tasks as assigned by staff.
- Phones and voicemails must be set up and working, as well as checked daily.
- Emails must be checked and responded to no less than two times a day (morning and evening preferred).

Initials:\_\_\_\_\_ Date:\_\_\_\_\_



- Mandatory attendance and leadership at all HANDS ON DECK activities (TEMPO, opening, quad wars, Halloween Weekend, Deltopia Weekend, holiday serve dinner, carnival, spring insight, closing, ect.)
- Other duties as assigned.

**Responsibilities- Policy Enforcement:**

- Within established guidelines, confront policy violations as they arise and promptly advise the Area Coordinator via email and/or by phone if an emergency or crisis situations occur.
- Know and educate your building staff and residents the emergency response protocols and procedures. Assume a leadership role in all emergency crisis situations.
- Submit documentation of policy violations in a timely fashion as required.
- Resident Directors are expected to be available/on duty Halloween weekend 2020 unless prior arrangements have been made with the Director of Residence Life.
- In all cases, keep the Area Coordinator and Director of Residence Life informed of behavioral problems and actions taken (Ex. Suicidal students, sexual assault, eating disorders, etc.) in a timely manner (ideally within 24-hours).
- Be a law-abiding citizen and follow all TSL policies as well as set a good example for your fellow teammates and residents while on and off TSL property. Failure to do this may result in termination.
- Give feedback and if needed Employee Accountability Points to RAs if a task was not completed properly or within the necessary timeframe.
- Other duties as assigned.

**Duty:**

- Full duty is required for the first 6 weeks of the building opening.
- UCSB Open House (required)
- There is a possibility of additional required weekends that may arise but are not limited to: St. Patrick's Day, Deltopia, Cinco De Mayo.
- Presence is recommended around their property/floor even during off duty weekends.
- Requested changes must go through and be preapproved two weeks prior on When2Work.
- Time off must be approved by the Director of Residence Life.

**Responsibilities- Personal and Group in the Floor, Quad and Building:**

- Know and establish a good rapport with residents for whom you are responsible.
- Treat all persons with respect and dignity. Treat them as *they* want to be treated.
- Serve as a source of information about the University/College and its services.
- Help to maintain an environment where residents respect each other's rights.
- Plan and promote educational opportunities and programs in TSL.
- Assist the Area Coordinator with advising committees, council or special projects. The Director of Residence Life will determine these duties.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_



**Monitoring RA Staff Programs - Responsibilities:**

- Ensure all programs are being completed. You will report back to the Area Coordinator and/or Director of Residence Life weekly to discuss any issues or suggestions you may have to improve this area.
- Required to work with each RA on programming and make sure each RA is following the Programming Model.
- Monitor each RA to make sure they complete their monthly programming responsibilities.
- Administer Employee Accountability Points needed to be assigned to RA staff who do not complete Programming tasks.
- Monitor and approve, on a monthly basis, all programming proposals and newsletter submissions of RA staff members
- When available, assist with set up and/or tear down of programs facilitated by RA staff.
- Approve program proposals daily and file program evaluations daily.
- Assist Area Coordinator by filing reimbursement forms weekly.
- Update building programming calendar weekly.
- Report back to Area Coordinator of any programming changes
- Assist with programming during the first 6 weeks (including WOW and first floor programs).
- Other duties as assigned.