

Resident Head

Position Description

2024-2025

**Housing & Residence Life
The University of Chicago**

Few University faculty or staff positions have closer involvement in the lives of college students than the Resident Head position in Housing & Residence Life. By living near students, Resident Heads share in many aspects of students' lives. RHs experience the excitement of intellectual discovery and the enthusiasm of new friendships, along with the loneliness of being away from home and the adjustments that come with learning one's limits. It is a demanding job; one that requires a genuine enjoyment of students, a willingness to relinquish private time, and an acceptance of a semi-public lifestyle for ten-months of the year. The position, however, is also a deeply rewarding one and an important element in the education students will receive at the University.

Period of Employment

The period of employment for the Resident Head (RH) position for the 2024-2025 academic year is from August 12, 2024, until June 11, 2025.

Overview of Position

In order to support the residential students (who are connected and enrolled as full-time students in the College) to their respective house community, RHs will focus on maintaining a sense of community and providing individual student referrals to university resources. RHs are expected to maintain frequent contact with students living in residence. RHs are expected to share resources prepared by campus partners and Housing & Residence Life to help connect students who may be experiencing academic and/or personal difficulties to the appropriate place expeditiously.

RHs are expected to be flexible and understanding during the academic year, however this flexibility does not afford RHs the ability to deviate from the prescribed requirements without consulting their supervisor (Assistant Director of Residence Life). The Assistant Director of Residence Life will consult with their supervisor regarding any requests for accommodations or modifications to the prescribed expectations.

Major Functions of the Resident Head (RH) Position

Supervision

For the 2024-2025 academic year, each house will have at least one Resident Assistant with larger Houses having two Resident Assistants. These student staff members are second, third, or fourth-year undergraduates who support the house and report to the Resident Head(s). Resident Assistants will physically reside in a student room in the house.

The Resident Head(s) working with their Assistant Director of Residence Life are responsible for establishing the direction and expectations for the RA(s). Resident Heads supervise, instruct, direct, and develop these student leaders but are also expected to engage in a collaborative approach in the supervision of the student leader(s) with their Assistant Director of Residence

Life (ADRL).

Successful RHs will be committed to the success of their Resident Assistant(s) and the students in their physical house community. RHs will serve as positive role models of engagement as well as work to support students within their house. RHs will have a positive attitude about the educational mission of the University of Chicago, Housing & Residence Life, and the value of the house's role in fulfilling that mission. RHs will approach the RA(s) & ADRL relationship as a collaborative team effort and must maintain regular contact with their RA(s), & ADRL regarding all house issues and concerns. RHs are supervised by their ADRL and will have regular weekly communication with their respective RA(s).

The RA(s) will connect as often as needed (but *at least* once a week with their RH(s)) in order to keep them and their ADRL abreast of community concerns. The RH(s) may also be called upon to serve on various HRL committees.

Relationship with Students

Resident Heads fulfill a wide range of roles in their Houses, working as mentors, administrators, educators, role models and a referral to campus resources. In order to be effective in the RH position, it is imperative to know and continue to work on the development of individual relationships with students in their House.

RHs offer support, encouragement, counsel, and help to all students in their House community. Making sure all House members feel welcomed, and a part of the community, is essential for success.

Maintaining appropriate student boundaries is key in both the RH & RA positions. RHs should serve as role models for RAs in this regard and provide consultation to the RA(s) about how to set up appropriate boundaries with students.

RHs & RAs are *not* responsible for the emotional or mental health of their students. They are to serve as resources and maintain referrals to appropriate resources when able. RHs will inform and update their supervisor, other on-call professional staff, and the College (usually Advisers) as appropriate in a timely manner, of students with possible emotional, physical, and/or mental health concerns.

Students in Residence

Each RH will work with their RA(s) to support the students living in residence for 2024-2025 academic year. A roster of the students living in the House will be shared with the RH and the ADRL for that House.

House Engagement

RHs & RAs will engage with students in the House on a regular basis in person following (and modeling) any and all health and safety policies in place.

Normally, Housing & Residence Life expects Resident Heads to open their apartment "public" space (living room and kitchen) to students to host study breaks or events. For the 2024-2025 academic year, Resident Heads are able to invite students into their apartment and engage with them.

If Resident Heads prefer not to open up their apartment space to the students in their House,

they must share this preference with their ADRL, along with an alternate plan for programming and engaging with students in their House without the use of their apartment space.

Position Responsibilities

House social media

The RH(s) will be the only moderator of the House Social Media outlets (Facebook/TikTok/Discord) and are expected to monitor it regularly. For the Fall Quarter, the RA(s) are not permitted to moderate. The RH(s) are strongly encouraged, but not required to share access with their supervisor (ADRL).

The RH(s) will address any issues of inappropriate or concerning posts with students and report them to the ADRL as necessary. When reporting, screen shots should be taken of any issues as they arise.

List of campus resources, upcoming in-person events and programs, Resident Deans programming, etc. will be *posted regularly* on Social Media Outlets, shared through your House list-host, etc. Multiple methods of communication are encouraged to get information out to students.

Regular Student Check-Ins

RHs will seek out all eligible students in their communities to engage with the House community. It is important that RHs stay open and aware of who is, and who is not, engaging in the House and reach out to students who are less engaged. Certainly not all students will want to have a connection to the House, but we hope that by engaging and following up with students, and your ADRL, you will see trends that may be helpful as the year progresses.

RH/ADRL Meeting

Every 2 weeks, the RH(s) will schedule a check-in with their ADRL but are always welcome to contact their ADRL as needed to consult. Please do not delay sharing critical issues with your supervisor. If you aren't sure it's a critical issue, please ask. Any emergencies or immediate concerns should be addressed the same day, and not saved to report at that meeting.

Community Building – Programs & “Study Breaks”

RHs are required to work with the RA(s) to hold one (1) study break each week during the nine-week quarter. Housing & Residence Life has no expectations that study breaks be held during the final exam period.

House Councils and Activities

Resident Heads provide leadership to students in creating communities that are supportive of the educational goals of the University. In all Houses, students elect a council of officers who, together with the Resident Heads, plan and carry out activities which will appeal to a broad range of residents. House activities include programs that are socially, intellectually, and culturally stimulating and exciting. Typical activities in a House include intramural sports; study breaks (informal gatherings of the House, usually late at night, for refreshments and conversations), and trips off campus to movies, cultural events, sporting events, or restaurants. Each Resident Head is given a substantial expense fund to cover the costs of programming for students, and to support the activities of the House.

Resident Heads will support and advise House Council and ensure House Council is following

all University of Chicago health and safety policies to promote safety and community building. This includes overseeing House Council elections, consulting and attending House Council programs and events, and attending House Council meetings. House Council will meet once a week. Resident Heads are expected to interrupt any plans of House Council events that do not adhere to the health and safety policies outlined by the University of Chicago or the City of Chicago.

House Meetings

RHs will work with their House Council to hold one (1) House meeting each week during the 2024-2025 academic year. The RH(s) & RA(s) should hold the House meeting together each week. Please note that RAs have no advising responsibilities when it comes to House Council.

House Table

An expectation in Housing & Residence Life when it comes to community building is for staff to be present and spend time at their respective House Table in the dining commons. The House table should be developed as an extension of the House community. It is an easy and effective way to connect with your students and in doing so build relationships that benefit both the students and the House. We greatly appreciate the time staff take to share their meal-time with House residents.

Resident Heads are required to eat a minimum of 8-10 meals per week with their residents at the House Table (about 72-90 meals each quarter). Housing & Residence Life encourages RHs to vary the times and meals they are attending to ensure that RHs are seeing a variety of their students. To allow for this, an unlimited meal plan is provided to Resident Heads and their dependents.

N.B. If for safety reasons, the dining commons needs to adjust to a reduced capacity, or a grab-n-go method of service, in place of House Table, RHs & RA(s) will instead hold a virtual House dinner (or small group in person House dinner following social distancing guidelines) at least once a week.

Weekly 1:1 with RA(s)

RHs will check-in once a week with their RA(s). If a House has 2 Resident Assistants, those meetings should take place *individually*. Any issues or concerns should be addressed immediately and share with their ADRL.

N.B. The RA(s) will be instructed that any emergencies or immediate concerns should be addressed the same day, and *not* saved to report at that meeting.

The House Team (RH(s) & RA(s)) may also be asked to meet (individually and/or with their House staff) with their Assistant Director of Residence Life.

RHs & RAs – Title IX Reporting Obligations

Resident Heads & Resident Assistants serve as employees with reporting responsibilities in relation to issues of Title IX. RHs & RAs *must* report all incidents disclosed to them to the Office for Sexual Misconduct Prevention and Support at The University of Chicago.

N.B. Individuals with Title IX Reporting Responsibilities will not “investigate” any of the incidents reported to them or make outreach to those alleged to be involved. RHs will gather information from the reporting individual and report it immediately to a Title IX Coordinator via the on-line incident report form. RHs must remember to not disclose any information related to

the incident, including names and/or description, to anyone other than a Title IX Coordinator.

The only individuals the RA can discuss information that that has been disclosed with them are the Title IX Office, and their Resident Head(s) for support. RHs & RAs may also seek support from their Assistant Director of Residence Life. All RHs & RAs will receive training on this reporting obligation each year.

Safety & Security

Part of the RH position is to support the safety of the community. In all of the residence halls, a rotating duty roster is established which ensures that at least one member of the resident staff (Resident Head or Resident Assistant) is present in a hall to handle emergencies every night when the halls are open. Given this expectation, Resident Heads are required to participate in their hall on-call rotation, along with the Resident Assistants(s). Staff on duty need to be present in the building during the evenings to respond to emergencies.

Policy violations, and any issues RAs learn about should be communicated to their Resident Head, their ADRL, or the ADRL on call as soon as possible.

RHs will also be instructed on filling out Incident Reports (*for incidents other than Title IX*). All Incident Reports written by RHs will be submitted within 24 hours after an incident takes place (or 24 hours after the incident is disclosed).

RH Incident Reports

Except for disclosures of Title IX incidents, undergraduate student staff (RAs) should *not* be submitting incident reports. This is a Resident Head responsibility. There may be occasions where an RH asks an RA to sit with them to assist with information for the report, but the RH should be the author and submitter of the report. RAs can always submit information to their RH or ADRL if needed.

Formal and timely reporting of information after an incident occurs allows for greater support of students. Situations that the RHs encounter in the House environment can grow or escalate in unpredictable ways. In many cases, the RH(s) know the situation, and the students involved, better than most, and their knowledge and insight can make a real difference in how complicated situations get resolved, and students get resourced. Incident reports are due *within 24 hours* after an incident has occurred.

Staff Meetings

Staff members in each hall meet as a group on a regular basis (biweekly) for staff meeting to discuss programs, community concerns, and the state of the Hall in general. Staff must notify their ADRL *in advance* if they are going to be late or miss any staff meeting.

Administrative Tasks

RHs & RAs will support the Office of Housing and Residence Life in their procedures that take place during the academic year including the student staff selection process, and Housing Lottery. RHs & RAs may take part in the assistance of students signing up for their Houses and understanding the room selection process. As part of supporting community building & engagement, RHs & RAs are expected to support the staff selection process and room selection process for their House, or at the very least refer students to the Housing & Residence Life Office to get their questions about those processes answered.

Student Conduct

Student Conduct and Community Standards

Students at the University of Chicago are expected to take a great measure of responsibility for regulating their own lives. The University does not impose a lengthy list of policies and procedures governing students' conduct. It does, however, prohibit behavior that infringes on the rights of others, is dangerous, or is illegal. For the 2024-2025 academic year, Housing & Residence Life may alter or change some of their policies to support the health & safety of all students and staff. All staff must be aware of those policy changes.

As University officials, Resident Heads must see that students' rights are protected and that conditions in the House support the educational goals of the University. To those ends, Resident Heads enforce rules, and when appropriate, impose disciplinary sanctions upon students (*after* consulting with their Assistant Director) or refer disciplinary cases to other University administrators – most frequently their ADRL. Additionally, Resident Heads are also responsible for their conduct and for abiding by all applicable University policies.

The RAs are *not* responsible for enforcing policy. However, if they become aware that a student is violating a policy (or law), they should report any alleged infractions to their Resident Head(s). Resident Heads should consult their ADRL frequently about any policy violations that occur involving students from their House.

Professional On-line Etiquette

Resident Heads are tasked with dealing with issues of any student (including RAs) acting inappropriately online. If an RA becomes aware of inappropriate or concerning posts, they will notify their RH(s). RH(s) should inform their ADRL if this occurs.

Student Emergencies

The ADRL-on-call line (773-702-6165) should be used by all RHs after hours (5:00pm – 9:00am M-F) and on the weekends. During business hours, the Resident Head will contact their supervisor (ADRL) directly.

Privacy

Housing & Residence Life staff members are expected to maintain appropriate levels of privacy around both issues and persons involved (staff, students, & guests) unless maintaining this privacy would compromise the health and safety of students/guests and/or staff members.

Information of a critical nature should be reported in a timely fashion (*within 24 hours*) directly to the appropriate staff member (Resident Head(s), Assistant Director of Residence Life, Assistant Director of Operations, Associate Director of Residence Life, Director of Housing & Residence Life, or the Title IX Office), who will address the issue.

Confidentiality should *not* be promised as it establishes an expectation that information will not be divulged without the expressed consent of the student and RHs have a duty to report.

Relationship to Other Housing Staff

Residence Life Staff

Housing & Residence Life is staffed by a Director of Housing & Residence Life, two Associate Directors of Residence Life, and six Assistant Directors of Residence Life who provide overall direction for Residence Life and the housing staff. The Assistant Directors have oversight for various residential communities and work closely with the residence life staff in that area. The Assistant Director of Residence Life serves as the direct supervisor for the Resident Heads in

their area.

The Associate Directors for Residence Life oversee the day-to-day management of the Residence Life program. The Director has overall responsibility for the entire residence life program. The staff, in close consultation with the Resident Heads, Resident Assistants, determine policies and procedures for the Houses. The Assistant Directors meet regularly (every other week) with the Resident Deans, Resident Heads, and Resident Assistants in staff meetings.

RAs & Assistant Director of Residence Life (ADRL)

The RA is supervised by both their Resident Head(s) directly and their Assistant Director of Residence Life indirectly during the 2024-2025 academic year. RAs are required to check-in at least once a week with their RH. RHs also must check in at least once a week with their ADRL.

Senior Resident Assistant (SRA)

The RA will have a monthly check-in with their Senior Resident Assistant. The SRA will also check-in at least twice a month with their ADRL and serve on an Advisory RA Board (meeting once a month with Housing & Residence Life). In terms of responsibilities for the SRA position, the SRA will report directly to their Assistant Director of Residence Life.

Resident Deans

Resident Deans are appointed by the College and are the intellectual stewards of the community. There are 10 sets of Resident Deans – Burton-Judson Courts, Campus North Residential Commons (2), Max Palevsky Residential Commons, Renee Granville-Grossman Residential Commons (2), International House, Snell- Hitchcock Residence Hall, and Woodlawn Commons (2). All Resident Deans are senior members of the university faculty. The Resident Deans offer programs and activities on a building-wide scale which are aimed at promoting a sense of community on a larger scale (working toward creating Hall affinity) and which cultivate students' involvement in intellectual and cultural programs, particularly those offered by the city. In addition, the Resident Deans may take an interest in the general quality of life in the Houses.

Resident Deans will offer in-person opportunities to connect with students in your community. RHs & RAs who are aware of those opportunities are expected to share those opportunities with the students in your House.

Coordination with Departmental Partners

Housing & Residence Life supports the programs, services and operations of the residence halls. The Operations team led by the Senior Associate Director for Operations serves as a liaison to Facilities Services' housekeeping and maintenance function, as well as, directly supervising front desk operations (Front Desk Clerks), and providing various resident services (laundry, rentals, etc.). An Assistant Director of Operations (ADO) manages these functions in each residence hall. Resident Heads are expected to work closely with the ADO. The Front Desk Clerks are supervised by their respective ADO. In addition, Housing & Residence Life works closely with UChicago Dining and their staff in addressing issues that affect the quality of life in the Houses and in the dining commons.

Additional Student Services in the College

The Housing & Residence Life staff maintains a very close working relationship with the Office of the Dean of Students in the College where the academic advisers of the undergraduate

students are located. Advisers and Resident Heads (in consultation with their Assistant Director of Residence Life) are expected to confer throughout the year (*via phone, email, etc.*) to discuss their concerns about students as they seek ways in which they may assist and support those students.

Knowledge of Campus Partners & Student Resources

Resident Heads must develop a good working knowledge of the services offered to students by other offices of the University, in particular but not limited to, Career Advancement, the Center for Leadership and Involvement (CLI), Office of Sexual Misconduct Prevention & Support (Title IX), Student Wellness (Counseling, Health, and Health Promotion), Student Disability Service (SDS), and the Center for Identity & Inclusion (CII). We have found that the students who can benefit from the services of these and other University offices are more likely to use such services when encouraged to do so by their Resident Heads and Resident Assistants.

Time Commitment & Academic Calendar Considerations

Resident Heads are expected to be present in their House the majority of evenings and weekends, and to take most of their meals (8-10 meals per week during the nine-week quarter) with their residents in the dining commons. Staff members do not have to be in the Houses at all times but must be present enough to know what is going on, to be available to students, as well as perceived as being available. Staff members are expected to respond to major problems in the community, to maintain a safe & respectful environment, and to perform routine administrative tasks (*responding to email, writing incident reports, etc.*). Successful staff members take the initiative regularly to keep in touch with their Assistant Director of Residence Life, their students, and in anticipating problems before they become crises.

In general, staff members are discouraged from being away from the Houses frequently. Some time away of course is not only useful but necessary for self-care. Any commitment or activity which requires you to be away from the House overnight or longer (even if this is just ½ of an RH couple) should be approved in advance by your supervising Assistant Director of Residence Life. As part of the absence request process Resident Heads will work with their ADRL to put in place a coverage plan during their absence and assist in finding another Resident Head who will serve as the point of contact for emergencies.

Ordinarily we advise that absences should be particularly avoided during the first 6 weeks of the Fall quarter, however there can be exceptions. Opening Days (September 20 & 21), Orientation, Thanksgiving & End of Quarter Closings are times it is almost impossible to grant a request to be away (*but please know we would always want to discuss a request away during those times*).

Please know that the University environment is again in flux and Housing & Residence Life may need to adjust staff responsibilities as needed to keep students and staff safe and supported. We thank you in advance for your flexibility as we work together to make those necessary adjustments in real time.

Resident Heads are *not* expected to remain in residence during the Winter and Spring interim periods, although they must remain until all students have checked out. At least one Resident Head in each House is expected to be back in residence no later than 8 am on the morning the halls re-open after Winter and Spring interim. Again, we ask for your flexibility if any of those break periods need to be adjusted.

Eligibility and Qualifications for the Resident Head Position

Each of the current 48 Houses has a Resident Head(s) assigned to it. Resident Heads are individuals or couples who have a primary connection to the University as a faculty member, advanced graduate student, or an exempt university employee. Candidates must be at least 25 years of age and emotionally mature. Graduate students should minimally be in their second year of study. Resident Heads may be either coupled, or single. Couples with children are welcome. Preference will be given to candidates with previous live-in residential life staff experience.

- **Graduate Students:** Graduate students are restricted from UChicago employment of more than 20 hours per week. Each individual Resident Head (whether coupled or single) requires a commitment of 20 hours/week. Students may not work as a Resident Head if they have any additional UChicago employment (teaching, research, or any other UChicago employment). All graduate students must submit the Dean of Students certification form with their application, or the application will be considered incomplete.
- **Foreign National Graduate Students and Visa restrictions:** Foreign National Graduate Students are welcome to apply and serve in the Resident Head role provided that they are eligible for on-campus work under their visa and have no other hourly commitments (except the 20 hours/week commitment for the Resident Head position). Housing & Residence Life is not able to sponsor any Foreign National after graduation from their program. Please consult the Office of International Affairs for more guidance on your specific eligibility. All graduate students must submit the Dean of Students certification form with their application, or the application will be considered incomplete.
- **Postdoctoral Teaching Fellows:** Teaching Fellows or students transitioning to Teaching Fellow appointments are not eligible to work as Resident Heads.
- **Postdoctoral Fellows or Scholars:** Postdoctoral Fellows and Scholars are not eligible to work as Resident Heads.
- **Faculty/OAA/Staff:** Non-student candidates for the Resident Head position must be exempt, full-time employees (benefits eligible and work a weekly schedule of 35 hours or more). Human Resources must confirm eligibility for work. The expectation is that Resident Head candidate(s) inform their supervisor of their decision to be a Resident Head, should they be offered and accept the position.

Terms of Appointment

The appointment as Resident Head is an annual appointment with reappointment subject to a satisfactory review each year. It is expected that Resident Heads plan to be in the position a minimum of 1 year. Most candidates remain in the position for 3 years. Appointments may be terminated at any time if Housing & Residence Life concludes that such termination is appropriate.

Resident Heads must maintain their full-time student, staff, or faculty affiliation with the University throughout their period of employment. *Please share with your ADRL if you have any change in affiliation prior to that change taking place.* The appointment considers the compatibility of the candidate's current primary academic or professional undertaking at the University with the requirements of the Resident Head position. While only one member of the applicant couple must have University affiliation, a change in the original affiliation may be a reason for review of continued appointment.

The Resident Head position exists in Workday, the University's HR/Payroll system, as a 20 hour per week position.

Compensation

Resident Heads are provided with an apartment in the House where they are assigned. Apartments can be provided fully furnished, partially furnished, or unfurnished, depending on the needs of the particular Resident Head(s). Please note that all residence halls are non-smoking, including the RH apartments. Resident Heads can expect to occupy the apartment on a year-round basis if the appointment is renewed for the next academic year. Resident Heads may be asked to re-locate to another apartment in Housing if construction or renovation projects that occur during the summer so require. Resident Heads whose appointments have ended with the Spring Quarter of a given year, must vacate their apartments by July 15.

Each Resident Head apartment contains a university telephone (landline) and wireless computing network connection. Local and on-campus calls are covered by the landline.

Resident Heads are also provided with board when the dining halls are in service during the three quarters of the academic year.

Resident Heads receive an annual stipend (\$10,000 for 2024-2025) which is paid beginning with the last pay period in October through the last pay period in May. For tax purposes, salary stipends are considered taxable income. As Resident Heads are required to live in Housing, and ordinarily take most, if not all of their meals in the dining halls, the value of the apartment accommodations and required meals is *not* considered taxable.

During the term of the appointment, and after appropriate review and consultation, Housing & Residence Life may remove a Resident Head for inadequate or improper performance of responsibilities or for conduct that, in the judgment of Housing & Residence Life, may be detrimental to the House or may compromise the effectiveness of the Resident Head. In the event Housing & Residence Life determines that a removal or termination is appropriate, the Resident Head must vacate the House within the time determined by Housing & Residence Life.

A Resident Head(s) may also be removed should they no longer have an applicable affiliation with the University. *There may be exceptions to this, however this must be discussed prior to the loss or change in university affiliation. It may be possible to continue in the Resident Head position if there is a loss or change of affiliation, but it must be reviewed by HRL and Human Resources.*

The Resident Head appointment may be renewed if, in the judgment of Housing & Residence Life, reappointment is in the best interest of the House and Housing & Residence Life. A decision on reappointment is ordinarily made in the spring and is based upon an assessment by the Assistant Director of Residence Life along with the Associate Director of Residence Life or Director of Housing & Residence Life taking into consideration the Resident Head's contribution as well as the overall needs of the House community.