

Resident Director

Position Details

Position Information

About Fordham

Founded in 1841, Fordham is the Jesuit University of New York, offering an exceptional education distinguished by the Jesuit tradition to more than 16,000 students in its nine colleges and schools. It has residential campuses in the Bronx and Manhattan, a campus in West Harrison, N.Y., the Louis Calder Center Biological Field Station in Armonk, N.Y., and the London Centre in the United Kingdom.

The University offers a comprehensive benefits package that includes medical, dental, and vision insurance; flexible spending accounts; retirement plans; life insurance; short and long-term disability; employee assistance program (EAP); tuition remission; and generous time off.

Successful candidates should have a knowledge of and commitment to the goals of Jesuit Education.

Title of Position

Resident Director

Position Number

A03630

FLSA

Exempt

Scheduled Hours Per Week

35

Department

Residential Life RH

Campus

Rose Hill

Work Arrangement

Onsite

Hybrid Policy:

Please review the Hybrid Policy at www.fordham.edu/hybridpolicy.

Position Summary

Reporting to the Assistant Director of Residential Life for Summer and Integrated Learning Communities, the Resident Director guides Fordham's educational residential program, creating communities that enhance belonging and directly contribute to retention, especially among first-year students and in halls operating as Integrated Learning Communities (ILCs).

Working closely with housing operations, conduct, and mental health/substance abuse prevention-focused professional staff, the Resident Director supports a diverse community rooted in rights, respect, and responsibility. This position recruits, leads, and supports a staff of student Resident Assistants, setting and managing expectations for the year.

This position serves as a first responder for life-safety situations, requiring a 24/7 on-call duty rotation as well as evening and weekend hours.

Essential Functions

Serves as on-duty resident director on a regular basis to respond to facilities, safety, and/or crisis situations campus-wide and assists Resident Assistants-On-Duty with major incidents, questions, and concerns.

Manages housing operations, including but not limited to move-in, closings, openings, fire drills, monitoring occupancy, reporting damage, and conducting Health and Safety inspections.

Assesses the community's needs, preferences, and developmental level to develop an appropriate curriculum and learning outcomes for implementation by the Resident Assistants and the Resident Director.

Co-manages the Integrated Learning Community in the residence hall, including regular contact and collaboration with partners in Academic Affairs, Faculty, Ministers, and Administrators in Residence.

Manages the conduct process for the hall and housing area, teaching resident students University community standards while training staff to respond to, document, and report incidents of breaches of those standards.

Serves as the primary University staff member responsible for educating the hall or housing area on community standards, fostering community development, supporting academic engagement, and celebrating diversity in the community.

Instructs parents/guardians on the educational approach of Fordham's Residential Life program, serves as the point of contact for student concerns, and involves parents/guardians in the resolution of student conduct/crisis concerns when appropriate.

Develops and facilitates individual and staff training programs, staff socials, and professional development opportunities, including conducting weekly staff meetings for informational, supervisory, and staff formation purposes.

Works with the Assistant Director and Budget Coordinator to manage the hall programming budget and allocation of funds.

Advises and supports the Residence Halls Association hall board by attending weekly meetings and supporting programming initiatives.

Serves as Administrative Support Person (ASP) for complainants and respondents with sexual misconduct cases and as a monthly check-in person for students returning to the community via the mental health-related re-entry program.

Abides by University policy and serves as an appropriate role model, furthering the mission to train men and women for others.

Essential Functions Note

**This list is not intended to be an exhaustive list.
The University may assign additional related duties as necessary.**

Management Responsibilities

May provide peer-level coordination or subject-matter guidance to colleagues performing similar work and/or student, part-time workers, including helping organize tasks, clarify priorities, or review work for quality or consistency.

Additional Functions

Required Qualifications: Education and Experience

Bachelor's Degree

Minimum of 1 year of experience in a pre-professional or professional role in resident life operations.

Required Qualifications: Knowledge and Skills

Knowledge of student behavioral and safety interventions, including conflict resolution.

Excellent leadership, organizational, and time-management skills.

Excellent communication and presentation skills.

Knowledge of Google and Microsoft Office suites.

Ability to handle multiple responsibilities and prioritize projects.

Demonstrated understanding of mission-driven education in the Jesuit Catholic tradition.

Preferred Qualifications	Master's Degree.
Minimum Starting Salary	\$55,240 (plus Room and Board)
Maximum Starting Salary	\$55,240 (plus Room and Board)
Note	Salary is commensurate with qualifications, experience, and skills.
Is this a Union position?	No

Posting Detail Information

Posting Number	A1071P
Number of Vacancies	1
Start Date	ASAP
Posting Date	06/02/2026
Special Instructions	

EEO Statement

Fordham University is committed to excellence and welcomes candidates of all backgrounds.

Fordham University is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

Physical Activity and Work Environment

Physical Activity

Sitting	Often
Repetitive Hand Motion (such as typing)	Often
Hearing, Listening, Talking	Nearly Continuously
Standing	Often
Walking	Often
Running	Not Required
Bending, Stooping, Kneeling, squatting, Crouching, Crawling	Seldom
Climbing stairs	Often
Climbing ladders	Not Required
Reaching overhead	Not Required
Pulling, pushing	Seldom
Shoveling	Not Required

Lifting – up to 20 pounds	Often
Lifting – up to 50 pounds	Seldom
Lifting – over 50 pounds	Not Required

Work Environment**Work Environment**

Office Environment: Employees are protected from weather conditions or contaminants, but not necessarily occasional temperature changes.

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents

None

Supplemental questions you will be required to answer on the application (No action is needed on this page)

Required fields are indicated with an asterisk (*).

1. * Do you have a bachelor's degree?
 - o Yes
 - o No
2. * Do you have at least one year of experience in a pre-professional or professional role in resident life operations?
 - o Yes
 - o No