

## Dean of Residential Life

\*Minimum Requirements: Bachelor's degree and residential leadership experience in a college or camp setting

The dean of residential life at CTY assumes primary responsibility for supervising the residential staff and ensuring the residential community is safe, engaging, and complementary to the academic mission of the program. In addition, the dean of residential life works closely with other site administrators to help coordinate the residential and academic aspects of the program. The dean of residential life is the supervisor of the senior resident assistants (SRAs) and the resident assistants (RAs). The dean of residential life works seven days per week; the primary work hours cover the morning RA and administrative staff meetings, midday planning time, the activity periods, student social time and hall meeting time, and afternoon and evening office hours as coordinated with the site director. They may take some personal time each weekday, but times will vary, and they must be coordinated with the site director with the understanding that work-related tasks and responsibilities take priority. The dean of residential life is on duty—i.e., in the office, at activities or events, on campus, or on call—each weekend (Friday-Sunday), including intersession. They may take 1-2 days off per session, to be approved by the site director. Days off cannot be taken on weekends.

## Sample Daily Schedule

Here's what a day in the life of a Dean of Residential Life looks like. Exact schedules will vary from site to site.

### Morning

- Attend breakfast and meet with your Senior Resident Assistants (SRAs) to finalize the Resident Assistant (RA) meeting and the day's plans
- Supervise in and out of the cafeteria
- Run the RA meeting
- Attend the daily administrative meeting

### Afternoon

- Eat lunch and supervise in and out of the cafeteria
- Work in the office to complete paperwork such as Concern Incident Medical Reports (CIMRs), schedules, and parent phone calls
- Be available to RAs/SRAs during activity prep
- Help supervise activities and speak to individual students as needed
- Check in with SRAs about any issues that need attention

### Evening

- Attend dinner and supervise in and out of the cafeteria
- Make sure RAs are ready for hall meetings
- Help supervise students during evening social time

- Visit hall meetings
- Help supervise lights out
- Check in with SRAs on any issues that came up throughout the day that have not yet been solved

**Weekends**

- Be an active presence during big weekend events and set aside blocks of time when you can be available to students and staff
- Stay on top of paperwork and logistics
- Visit floors during downtime to make sure things are going well
- Help supervise lights out and social time