What does the interview process entail?
- We will be hosting interviews at TPE in early March, as well as conducting phone interviews.
- On-campus interviews will be taking place in March and early April.

If I am invited for an on-campus interview, how are travel expenses handled?
- USD will coordinate and pay for travel (airfare or mileage), lodging, and meals during your campus visit.

Is there any reimbursement of moving costs?
- If offered the position, please connect with the CD hiring manager to discuss available funding.

What is Residential Life’s organizational structure?
- CDs are in the Residential Education branch of the department. The CDs are in two subgroups - First Year Experience and Apartments Areas.
- The other two branches are Residential Administration and Residential Facilities, which CDs collaborate with frequently.

Do CDs adjudicate conduct cases for their community?
- Conduct violations are managed through a centralized system and all conduct cases are heard by the Office of Ethical Development and Restorative Practices. CDs often coordinate follow up with residents involved in any high-level conduct concerns. CDs manage all violations of the Residence Halls Community Standards that occur in their community.
What do the on-call responsibilities look like for the CDs?
- There are 7 CDs in the duty rotation. The week is broken into two shifts, weekdays and weekends.
- A member of the Residential Life Leadership Team (Assistant Directors and Directors) is also on call and serves as a resource for the CD on Duty.
- On-call responsibilities at USD are high touch in terms of response and follow up.

Are there opportunities for committee work within the department?
- CDs are a part of at least one committee within the department, such as RA Training, RA Recruitment & Selection, CD Training & Professional Development, and CD Training. Additionally, all CDs are expected to perform delegated tasks for RA Training and RA Recruitment and Selection efforts. CDs also may have the opportunity to chair a departmental committee.

What opportunities exist for committee work outside the department?
- CDs often serve on committees or work groups in student affairs, often collaborating across several departments and offices. Some committees current CDs are a part of include: SASC (Student Affairs SOLES Collaborative), First Year Assessment, New Student On-Boarding, et cetera.

Is there funding for professional development opportunities?
- CDs are eligible to receive funds from the department for professional development opportunities.
Frequently Asked Questions

What is USD’s pet policy for professional staff?
- Any animal, except for fish is a tank less than 10 gallons, living in the residence halls must be approved as an ESA or Service Animal.

What benefits and non-salary compensation do CDs receive?
- Furnished apartment (see webpage for available photos)
- Dining dollar allotment distributed each semester
- Reserved parking spot
- Access to all on-campus fitness centers
- Health & Retirement benefits (see HR Website)

Is tuition remission available?
- Employees are eligible for tuition remission for many programs offered at USD. A Tuition Remission Guide can be found on the Education Benefits page of HRs website.

Additional Questions?
Feel free to reach out to the Search Committee and we will be happy to connect!