POSITION SUMMARY
The Residence Hall Director is a member of the Professional Staff within the Office of Residence Life which is in the Division of Student Affairs. The Residence Hall Director’s primary responsibility is to an assigned residence hall. In addition, the Residence Hall Director has shared responsibility for other aspects in the Office of Residence Life. The Residence Hall Director is supervised by an Assistant Director of Residence Life. The position is a twelve month appointment with reappointment contingent upon an annual evaluation. The maximum term of employment is four years; however an appeal to return for a fifth year as a Hall Director is possible.

JOB RESPONSIBILITIES:
(1) Student Staff Supervision and Development
(2) Leadership Development and Advising
(3) Community and Educational Development
(4) Student Conduct and Well-Being
(5) Administration / Management
(6) Facilities Management
(7) Departmental / University Committees

1. STUDENT STAFF SUPERVISION AND DEVELOPMENT
   a) Share in the responsibility for recruitment, selection and training of residence hall staff.
   b) Directly supervise residence hall staff in assigned residence hall. This may include any or all of the following: Graduate Assistant Hall Director, Senior Staff, Resident Assistants, Desk Coordinator, Desk Assistants, Assistant Housekeepers, Learning Enrichment Coordinators, and a student Administrative Assistant.
   c) Responsible for supervision and evaluation of residence hall staff according to their position descriptions and contract; including accountability for job performance that may lead to job action including termination.
   d) Convene and facilitate weekly student staff meetings to coordinate initiatives and information exchange.
   e) Promote and coordinate student development and staff team development.
   f) Conduct regular one on one meetings with student staff.

2. LEADERSHIP DEVELOPMENT AND ADVISING
   a) Advise a hall council or equivalent in-hall student government group.
   b) Implement orientation and training of core leaders
   c) Meet regularly with core leaders to assist and support them in their positions.
   d) Assist core leaders in organizing and implementing programs for students.
   e) Ensure a wide array of leadership development opportunities are available to residents including Student Interest Groups and the initiatives coordinated by the Office of Residence Life.
   f) Disseminate knowledge of campus resources, policies and procedures to students to assist with their initiatives.

3. COMMUNITY AND EDUCATIONAL DEVELOPMENT
   a) Establish effective relationships with students and encourage student interaction to further develop interpersonal relationships.
   b) Design and implement a residence hall community development model with measurable outcomes that follow our departmental Mission Statement and community development standards.
   c) Create an academically-focused residence hall environment that supports student success and learning.
   d) Provide Inclusive Excellence opportunities to assist students in understanding differences to further our ability to create inclusive communities.
   e) Provide opportunities for cooperative planning between residents, core leaders, and staff.
   f) Collaborate with campus entities in developing residence hall initiatives.
   g) Design a system for accountability to ensure that staff are achieving expectations of the community development model.
   h) Utilize assessment data (EBI), to develop and revise the residence hall community development model. Initiate and conduct additional internal assessment projects as needed to determine student needs.

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4. **STUDENT CONDUCT AND WELL-BEING**
   a) Provide direction and accountability to student staff for the enforcement and proper documentation of Residence Life policies.
   b) Responsible for adjudicating policy violations involving students living in assigned residence hall and maintaining current records within Advocate.
   c) Work to establish a positive working relationship with the Student Life Office maintaining a high level of communication and consultation involving behavior of students in assigned residence hall.
   d) Responsible for reporting mental health and student safety concerns to supervisor, the Campus Assessment Response and Evaluation (CARE) Team, the Counseling Center, and other appropriate campus partners, as well as following up with students regarding care and treatment.
   e) Work in conjunction with University Police through incidents that involve student welfare and safety.
   f) Respond to emergencies and crisis situations providing support and resources to students including proper referrals to other university offices.
   g) Maintain proper health and safety standards within residence hall.
   h) Participate in on-call duty rotation for weekend coverage for the Office of Residence Life.

5. **ADMINISTRATION/MANAGEMENT**
   a) Responsible for the overall administration and management of a residence hall.
   b) Provide oversight of desk operations within the residence hall ensuring quality customer service as well as efficient and effective systems in the delivery of services.
   c) Manage internal residence hall budgets; conducting audits with your Hall Treasurer and the Assistant Director of Operations.
   d) Coordinate payroll of student employees in assigned building.
   e) Oversee occupancy and room change process within assigned residence hall through StarRez.
   f) Attend residence life professional staff meetings and professional developments as scheduled.
   g) Assist with the Office of Residence Life Summer Camps and Conferences Program.

6. **FACILITIES MANAGEMENT**
   a) Responsible for overall facilities management in assigned residence hall including cleanliness, general maintenance and building enhancements.
   b) Work to establish and maintain a positive relationship with the Housekeeper(s), Housekeeper Supervisor and maintenance personnel.
   c) Coordinate and supervise student Assistant Housekeepers’ responsibilities and work schedules.
   d) Report repairs and engage in planning for facility improvements with the Assistant Director of Facilities.
   e) Responsible for all keys within the residence hall and proper security of these keys.
   f) Conduct monthly fire alarms tests in accordance with university and state regulations.

7. **DEPARTMENTAL / UNIVERSITY COMMITTEES**
   a) Provide vital leadership and communication between residence halls, the Office of Residence Life, the Division of Student Affairs and the university community.
   b) Work cooperatively with central staff on an assigned Special Assignment area in Residence Life.
   c) Opportunities, if chosen, to participate in professional development within the university community through various venues such as teaching freshmen seminar, serving on search committees, Academic Staff Council, Division of Student Affairs committees, ad hoc committees and advising student organizations.