

## **RESIDENCE HALL DIRECTOR**

Within assigned residence hall, serve as a live-in leader, organizer, coordinator and facilitator of programs and services that encourage positive living experiences for students residing in that facility. Direct programs that assist student residents in connecting with the campus community and their peers in ways that encourage personal and academic growth and development.

## **IMPACT AND INFLUENCE**

This position will interact on a consistent basis with: residence hall students, parents, Housing & Residence Life management, and staff. This position typically will advise and coach students within assigned residence hall. This position will supervise: Student Resident Advisors and/or Peer Leaders.

## **KEY RESPONSIBILITIES**

- Supervise, train, coach and evaluate student staff who work directly with fellow students to implement programs and provide services within the residence hall.
- Implement residential student programs and activities that encourage safety, involvement and community.
- Provide basic analysis related to trends to further the educational development plan.
- Advise Hall Council by overseeing meetings, participating in training, assisting with social programming, overseeing budget, and meeting individually with executive boards from corresponding hall councils.
- Support the student judicial process by serving as a Hearing Officer.
- Serve on 24 hour Emergency/Crisis on-duty rotation throughout the year.
- Maintain safe, functional buildings through building walk-throughs and relationships with facilities staff and other Housing employees.
- Communicate, interpret and administer Residence Life and Institute policies and procedures to student staff and residents.
- Maintain visibility and availability within residence hall community.
- Provide one-to-one contact, conflict mediation and referral services to student staff and residents.
- Perform other related duties as assigned.

## **IMPACT AND INFLUENCE**

Degrees required for this job: Bachelor's degree or equivalent combination of education and experience

Degrees preferred for this job: Master's degree

Years of experience required for this job: One to two years job-related experience.

### **SPECIALIZED SKILLS**

Specialized skills required for this job: This job requires skills in student leadership and advising within a university residential life setting. Skills in program development and implementation, communications and dealing with crisis situations are required as is use of office level computer applications.

### **ADDITIONAL INFORMATION**

This is a live-in, 12 month position requiring evening and weekend commitments and responsibilities. Will entail additional committee and/or collaborative assignments based on the residential program (i.e. living learning), building style (traditional, apartment, etc.), and/or class standing of the residential population (freshman, sophomore, etc.).