
RESIDENCE HALL DIRECTOR

General Description

The Residence Hall Director is a full-time, 12-month position that requires a minimum of a Bachelor's degree. Each Hall Director is responsible for the total operation of 1-3 residential communities ranging in size from 300 to 650 students. Hall Directors provide critical issue support and emergency response to all on-campus students by serving in an on-call rotation for the on-campus community. A Hall Director falls under the direct supervision of a Coordinator for Residence Life.

FLSA Category

Hall Directors are non-exempt staff who are eligible for compensatory time (at a rate of 1.5 times the hourly rate of pay) for hours worked beyond 40 in a workweek.

Remuneration

A Hall Director receives a university salary and a benefits package (as outlined here: <http://hr.truman.edu/benefits/>). Additionally, a hall director is required to live in an on-campus apartment, which is provided at no cost to the hall director, their spouse, and dependents. Additionally, a hall director is provided a meal plan (when university dining is in-service) in order to eat with and connect with students and student staff.

Areas of Responsibility:

Student Staff Supervision and Development:

30%

- Supervise, train, and evaluate Community Coordinators (CCs).
 - Hold individual 1:1 meetings with CCs weekly.
- Recruit, train, supervise, and evaluate Student Advisors (SAs).
 - Conduct bi-weekly individual 1:1 meetings with Student Advisors.
- Provide regular evaluation, training opportunities, establish goals, and set objectives for residence hall staff.
- Support CCs who are responsible for training and the supervision of the hall desk staff.
- Provide ongoing training and offer support to Student Advisors on how to support students of concern.
- Develop and present departmental training sessions for Residence Life staff in August and January and for departmental training in-services throughout the academic year.

Community Engagement and Development:

25%

- Oversee the day-to-day functioning of assigned Residence Halls and Apartment Communities.
- Develop a visibility plan to enhance connections with residents in assigned residential communities. Provide guidance and hold Community Coordinators and Student Advisors accountable to their visibility plan.
- Have direct contact with and support students of concern as identified by student staff and through the Students of Concern (SOC).
- Schedule, post and keep office hours in accordance with department procedures.
- Advise, train, and provide weekly support for Hall Council.
- Provide effective supervision to Community Coordinators and Student Advisors in their responsibilities related to resident engagement and development.
- Facilitate mediations of roommate conflict; provide a framework to mediate interpersonal conflicts, help coordinate room changes to mitigate conflict, and strive to support students in their decision making processes related to navigating conflict.
- Advise residents and refer them to appropriate mental health and other student support resources to promote personal and academic success.
- Work with a Coordinator for Residence Life and the University Conduct Officer to address or resolve conduct issues that occur on-campus.
- Be available and responsible for on-call duty.
 - Work with hall staff, the Department of Public Safety, University Counseling Services, and emergency service providers to support students through critical incidences.

- Submit an Incident Report regarding on-call responses that involve students of concern and/or potential violations of residential life and/or the student conduct code per departmental procedures.
- Conduct appropriate follow-up when students are involved with on-call staff. Offer referral to campus resources to further support a student's future academic and personal success.

Collateral, Committee, Workgroup, and Special Projects and Assignments **15%**

- Complete work assigned through committee, project, and/or special assignments.
- Serve in a leadership role for departmental collateral assignments, committees, workgroups, special projects and assignments.
- Maintain and update continuity reports at the end of the academic year and upon planned departure from the role.

Summer Operations **10%**

- Participate in summer orientation by representing Residence Life in promoting the on campus living experience to incoming students and their parents during summer orientation.
- Provide leadership and support to summer staff in showcasing your assigned residence communities during summer orientation.
- Assist with summer school, summer camp, and summer conference operations between hall closing in May and hall opening in August as assigned.

Professionalism and Professional Development: **10%**

- Offer ethical, legal, and professional conduct and behavior that is in compliance with university and department policy and procedures is expected at all times.
- Keep abreast of university events that will have an impact on your residential communities.
- Be committed to improving professional skills through ongoing professional development activities both locally, remotely, and through conference attendance.
- Represent Residence Life at regional or national conferences. Share new information, trends, and best practices with Residence Life team after participation.
- Represent Residence Life on university or division-wide committees and through special assignments. Share new information, trends, and best practices with Residence Life team.
- Attend training and other professional development sessions as assigned.

Fiscal and Facilities Management: **5%**

- Manage hall/apartment budgets in accordance with the university and departmental standards for managing, monitoring, and reconciling those funds. Ensure that expenditures do not exceed budgetary allotments.
- Oversee RHA, NRHH, and/or Hall Council financial account in accordance with the university and departmental standards for managing, monitoring, and reconciling those funds in coordination with the organization's treasurer. Ensure that expenditures do not exceed account balances.
- Monitor building facilities and take action to maintain a safe and comfortable living environment for residents.
- Promote residential facilities by coordinating the showcase of your assigned residence facilities during Admissions Showcase Visit Days for prospective students and parents and during Admitted Student Campus Visit Days.
- Report identified facilities concerns to the Coordinator for Residence Life and the Physical Plant Supervisor.

General: **5%**

- Complete administrative functions at the direction of the Central Staff in accordance with department procedures.
- Have regular contact with the Central Staff; meet with supervisor weekly for a 1:1.
- Attend and engage in annual evaluations with supervisor.
- Attend weekly Residence Life staff meetings with the Central Staff.
- Maintain and update continuity reports for residence communities overseeing at the end of the academic year and upon planned departure from the role.
- Serve as essential personnel in the case of campus closure or emergency.