HALL DIRECTOR

The Hall Director is a full-time, live-in professional who is responsible for developing and administering a comprehensive residence life program in a residence hall, housing 200-1000 residents.

RESPONSIBILITIES

1. Assumes full responsibility for hall, including all students and staff members.
2. Coordinates hall opening in August, closing in May, and summer school or conferences in the summer.
3. Maintains visibility in the hall through student interactions, community building, and maintaining 30 scheduled office hours per week.
4. Directly supervises one or two graduate Assistant Hall Directors, including training, evaluation, weekly 1-on-1 meetings, and career mentorship. Note: Gibbs Hall does not employ a graduate assistant.
5. Directly supervises staff of Resident Assistants, including recruitment, selection, training, bi-weekly 1-on-1 meetings, and evaluation. Assists in coordination and implementation of fall and spring semester RA training programs. Teaches an RA Training Course for RA candidates in the spring semester.
6. Directly supervises a staff of Office Assistants and oversees all front desk and post office operations. Approves OA payroll in the Kronos system bi-weekly.
7. Assists in the development and execution of hall mission and goals.
8. Works with the Assistant Hall Director(s) to perform daily administrative hallwalks of the building. A head staff member must walk the hall each day; the walk must take place after 7pm on Friday and Saturday nights. At least one head staff member (HD or AHD) assigned to that building must sleep in the residence hall each night while the hall is open.
9. Maintains hall security through regular key audits, daily reviews of the front desk Daily Log, daily checks of the CCTV system, semester Health and Safety Inspections of student rooms, and quarterly fire drills.
10. Conducts weekly Tuesday night staff meetings with all Resident Assistant and Assistant Hall Director staff members.
11. Works collaboratively with building Housekeeping and Maintenance personnel, including weekly meetings and hallwalks with supervisors and daily reviews of maintenance requests submitted and completed via School Dude.
12. Supervises, manages, and reviews budgets for office supplies, sports and miscellaneous supplies, student programming, and staff development. Tracks and processes all reimbursement requests, advanced fund requests, and account reconciliations with the Area Office and all procurement card and departmental charges with the Finance Office.
13. Works with the Assistant Hall Director(s), Resident Assistants, and Hall Association in the initiation and evaluation of community, academic, and personal development programs for building residents, following expectations set forth in the University Housing
Community Development Model and individual hall association constitutions.

14. Maintains regular communication with Assistant Director and Area Office. Weekly Reports are submitted by noon each Monday, and the building mailbox should be checked in the Area Office by a head staff member daily. Area Staff Meetings take place every Tuesday at 10am.

15. Maintains up to date occupancy and vacant space data and works cooperatively with the Assignments Staff to process all Contract Releases and Room/Hall Change Requests. Assists in the facilitation of the annual room selection process. Keeps accurate data on all electronic Clearance Forms in the online system to maintain up-to-date records for all students living in the hall.

16. Participates in departmental and divisional professional development opportunities, while also creating personalized professional development plans with supervisors and attending professional conferences.

17. Supports and enforces all university and departmental policies and regulations. Works collaboratively with the Office of Student Judicial Affairs and the University Police to carry out university judicial procedures and educate students about community and university expectations.

18. Initiates and secures search authorizations and conducts room searches for illegal items as required.

19. Actively attends and participates in departmental committees, including committee chair responsibilities as required.

20. Attends and actively participates in University Housing and Division of Student Life meetings.

21. Works in cooperation with other Head Staff to provide 24-hour on-call Area Coverage.

EXPECTATIONS

Staff/Student Involvement and Development

The Hall Director will serve as a catalyst for community involvement in his/her assigned building.

A. Community Development – Responsible for fostering a sense of community in the building. Use creative and innovative methods to personally connect to residents, such as eating meals in the student dining facilities to increase visibility and connection opportunities with students.

B. Visibility – Availability to residents and staff; Serve as a positive role model; Maintain office hours; Attend floor, building and/or area functions. Hall Directors are the professional staff members available in each residence hall for student contact, and a desire to spend evening and weekend time with students is required.

C. Supervision – Motivate and direct building staff (RAs, AHDs and OAs); Conduct individual personal and performance assessment meetings to develop and review goals/outcomes
achieved, and provide and solicit feedback; Conduct a weekly staff meeting to discuss issues and recognize contributions; Provide formal evaluations of building staff members (RAs, AHDs, and OAs).

D. Advising – Identify, encourage, and provide leadership opportunities to students; Provide individual advising meetings for students with academic, social, interpersonal and adjustment concerns. Serve as advisor, mentor and resource to student staff and individual residents. Assist Assistant Hall Director in advising hall association as they work to accomplish their goals and vision.

E. Education – Ensure programs are provided for resident students that are designed to connect their floor, building and the university communities. Work with the resident assistants and hall association to develop programs/activities that meet the diverse development needs of students.

F. Training – Assist in the development and instruction of both the resident assistant training class and workshops conducted for all staff prior to the beginning of each semester and throughout the year.

Community Management
The Hall Director will provide professional direction for his/her assigned building.

A. Conduct – Enforce and support all university and departmental policies and regulations. In cooperation with the Office of Student Judicial Affairs, assist in the administration of the university’s judicial process for students living in the residence hall.

B. Crisis/On Call/Student Concerns – Work closely with university staff in crisis situations. Develop a schedule with building head staff to insure coverage of the building for each night and serve on area coverage as determined by area Assistant Director. Provide appropriate counseling and referral for individual students and staff as needed.

C. Administration – Maintain proper building records, submit weekly reports, and meet all area and departmental deadlines.

D. Staff Selection/Supervision – Select, supervise, train, and evaluate a staff, which consists of an Assistant Hall Director(s), Resident Assistants, and Office Assistants. Gibbs Hall does not employ an Assistant Hall Director, so the HD also supervises the Desk Assistants and Post Office Assistants.

E. Liaison – Work to build relationships with the building housekeeping supervisor, the area housekeeping coordinator, the assigned maintenance personnel, the Housing Services office and the University Police to ensure the physical environment is maintained at an acceptable level.
F. Budget – Administer the office supply, sports and miscellaneous, programming, staff development, hall association budgets for the hall. Work with the Area Office and the Housing Financial Office to maintain accurate records for all budgets.

G. Assignments – Assist in the hall’s assignment process and maintain accurate room occupancy data for the hall. Process student requests for room and/or hall changes and termination of their housing contracts. Participate in the administration of the room/hall selection process.

H. Summer Operations – Coordinate conference services, summer school housing, orientation tours and work on departmental committees and projects as assigned by an Assistant Director.

I. Customer Service – Investigate and respond to concerns and complaints of students, parents, university staff members, and others in a manner that provides accurate information and fosters good public relations

**Professional Promise**
The hall director will look to develop him/herself professionally.

A. Department---Serve on assigned departmental committees, taskforces and special projects.

B. Professional Development---Represent the department at professional conferences through attendance, presentations and committee involvement. Participate in continuing education and personal development opportunities.

C. Professional Reputation---Project a professional reputation through appearance and conduct (written and verbal communication and behavior). Demonstrate dependability and accountability by being punctual in meeting attendance as well as in adhering to deadlines.

**QUALIFICATIONS**
A Bachelor and Master’s degree are required. A Master’s Degree in College Student Personnel, Higher Education Administration or Student Development is preferred. Qualified candidates will have experience in residence life, community development and staff supervision, as well as leadership and effectiveness in promoting respect and appreciation for diversity among students and staff.