



UNIVERSITY HOUSING

POSITION DESCRIPTION

Title/Rank

Hall Director

Function

The Hall Director is a full time, live-in professional staff member responsible for the daily operations of a 500-bed residence hall. The Hall Director directly supervises 1 Graduate Assistant and 11 undergraduate Resident Assistants (hiring, training, evaluation, discipline, resolution of work concerns, termination). The Hall Director is charged with creating an atmosphere that promotes academic success, personal development, respect for diversity, and a strong sense of community. On call responsibilities shared for approximately 3,500 on-campus students. The Hall Director plays an integral role in further developing the living-learning program housed in their community.

Organizational Relationship

The Hall Director reports to the Assistant Director of Residence Life who reports to the Associate Director of Residence Life who reports to the Director of University Housing who reports to the Vice Chancellor for Student Affairs.

Roles, Duties and Responsibilities

- 1) Hall Director as Supervisor
 - a) Hire, transfer, suspend, discharge, discipline, adjust grievances, and reward eleven Resident Assistants using independent judgment.
 - b) Provide initial and in-service training of Resident Assistants.
 - c) Assign work and direct Resident Assistants.
 - d) Supervise one Graduate Assistant
 - e) Supervise Graduate Assistant to hire, train, supervise, evaluate, discipline, adjust grievances and reward Front Desk Managers.
 - f) Ensure that the Graduate Assistant provides initial and in-service training of Front Desk Managers.
 - g) Supervise the Graduate Assistant in the assignment of work to Front Desk Managers.
- 2) Hall Director as Resource and Counselor
 - a) Develop and maintain appropriate personal relationships with residents. Be available and

- visible to residents within the building of responsibility and have general knowledge of those in the entire University Housing facility.
- b) Be available for limited counseling:
 - i) Aid in academic, social, and personal problems.
 - ii) Make referral to relevant University departments and outside agencies.
 - iii) Assist in special problems of residents from diverse socioeconomic and cultural backgrounds.
 - c) Address medical problems that affect residents and provide procedures for handling emergencies after consultation with resident and Associate Director of Residence Life.
 - d) Communicate with appropriate University Housing staff members.
- 3) Hall Director as Administrator
- a) Submit maintenance service requests for living units, buildings, and grounds and follow-up as needed.
 - b) Perform monthly Facilities Management Inspection for the building.
 - c) Execute and follow-up on semester cleaning and safety inspections.
 - d) Coordinate the billing of cleaning and damage charges.
 - e) Keep current roster of residents by processing check-in and check-out paperwork for designated area.
 - f) Enforce contract provisions, University and University Housing policies, procedures, rules, regulations, and guidelines.
 - g) Work with Associate Director of University Housing and Central Housing staff to complete room assignments and space changes.
 - h) Develop and monitor wing fund and area program budgets.
- 4) Hall Director as Shaper of Positive Student Behavior
- a) Educate residents about contract provisions and University Housing policies.
 - b) Conduct disciplinary hearings and issuing sanctions for residents who may have violated University or Housing policies.
 - c) Operate the judicial software to maintain student's due process.
 - d) Write and send call-in letters to residents in an accurate and timely manner.
 - e) Conduct hearings and collect information concerning any policy violation in a professional manner.
 - f) Document hearing proceedings, outcomes and sanctions in an appropriate manner, ensuring notification of appropriate personnel of outcomes.
 - g) Maintain neat, accurate files on all disciplinary cases.
- 5) Hall Director as Program Manager
- a) Assist RAs in the creation and maintenance of their community.
 - b) Educate RAs to evaluate needs of their community.
 - c) Assure programs are inclusive of all members of the community.
 - d) Develop and coordinate Horizons, the Second Year Experience Program, Focused Interest Communities, or any academically themed housing program available in the housing unit of responsibility.
 - e) Advise are council.
 - f) Provide assistance and support for all aspects of programming for residents of University

Housing offered by Resident Assistants, wing funds, area councils, RHA, and the campus community.

- 6) Hall Director as Team Member
 - a) Attend staff training and weekly staff meetings. Facilitate staff meetings for Hall staff.
 - b) Complete special projects as deemed necessary by Assistant Director of Residence life and the Associate Director of Residence Life.
 - c) Be responsible for information provided at staff meetings and in duty logs, weekly reports, and circulated memos.
 - d) Be available for evening hours, weekend hours, and special University events or projects. This may include holidays and times when the University is officially closed.
 - e) Serve on campus and departmental committees.
 - f) Complete mid-year and end of the year reports for the Associate Director of Residence Life and/or Director of University Housing.

- 7) Hall Director as Duty Respondent
 - a) Share evening and weekend duty coverage as arranged by Residence Life staff.
 - b) Be available to all residents.
 - c) Coordinate emergency maintenance response.
 - d) Conduct one duty round in the Cougar Village Apartments Thursday – Saturday with the RA on duty between 10 p.m. and midnight.
 - e) Assist residents with: noise complaints, roommate negotiations, personal issues, and other problems as needed.
 - f) Contact University Police/emergency services when needed.
 - g) Prepare incident reports when deemed necessary by the Associate Director of Residence Life, Director of University Housing, and/or University Police.
 - h) Communicate accordingly with the Assistant Director of Residence Life, Associate Director of Residence Life and Director of University Housing regarding any concern that needs immediate attention/notification.

- 8) The Hall Director will perform other duties as assigned.

Knowledge Required for the Position

Awareness of the overall University Housing philosophy as it relates to service and education for the campus community. Must be skilled in the areas of supervision, communication, training, decision making, programming and planning, budgeting, and evaluation. The Hall Director should be capable of working closely with students, faculty, and staff in teaching, counseling, and work situations. The Hall Director should also possess the ability to keep issues confidential. The Hall Director should be familiar and able to use Microsoft office programs. (specifically Microsoft Word and Excel). Should be knowledgeable in use of the Internet and e-mail.

Responsibility

Supervisory Controls

The Hall Director is responsible for all duties and assignments delegated by the Assistant Director of Residence Life and the Associate Director of Residence Life relative to the department operation. Managerial control is exercised through the direct supervision of the Resident Assistant and Graduate Assistant staff. This position requires that the Hall Director live in the area that they are responsible for.

Guidelines

The Hall Director must follow all established University policies and procedures and adhere to all professional staff regulations and the provisions as negotiated in approved labor contracts.

Difficulty

Complexity

The Hall Director must be able to integrate all aspects of housing and student life into a comprehensive program, meeting the needs of a diverse community of residents. This requires knowledge of all aspects of student housing ranging from the maintenance of facilities to educational programming.

Scope and Effect

The activities, programs, and services offered through University Housing affect almost all aspects of student and University life.

Personal Relationships

The Hall Director position requires that the individual initiate and maintain daily personal contact with students, faculty, staff, and the surrounding communities.

Purpose

The nature of the personal contact involves varying degrees of counseling, resource and information sharing, program planning, disciplinary issues, and referrals.

Qualifications

Master's degree and/or previous experiences in student housing or related area of education are strongly preferred. A Bachelor's degree and a valid driver's license are required.