



**HALL DIRECTOR – Residential Colleges**  
Job Description

**I. Basic Function**

Hall Directors assist in the development and administration of a residential program that meets the goals of the Department of Residence Life and the specific residential college. The major responsibilities consist of responding to student issues and managing student behavior; and coordinating programming efforts that are aligned with the residential college. The nature of the position requires some evening and weekend work hours.

Hall Directors may also assume leadership responsibilities at the area and all-campus levels through involvement in committees. These are full-time, 11-month positions with a limited number of summer assignments. Summer assignments are made considering the needs of the Department of Residence Life and the interest and skills of the staff member.

**II. Duties and Responsibilities**

**A. Student Interaction**

1. Maintain a high level of visibility and interaction with residents
2. Work with staff and students to establish an environment which supports student learning in each of the areas identified by the department
3. Meet informally with students to discuss hall and personal issues

**B. Student Issues and Behavior**

1. Review student incident reports and determine appropriate follow-up
2. Meet with students who are alleged to have violated university policies
3. Maintain appropriate records related to student behavior, including incident reporting, disposition, follow-up, and action taken
4. Respond to problem situations
5. Mediate conflicts between residents
6. Consult with Assistant Hall Directors in their management of student behavior issues
7. Serve as liaison with the Judicial Affairs Office related to student behavior

**C. Programming**

1. In conjunction with the Complex Director, establish directions and goals for the hall that are congruent with the residential college program
2. Serve as a resource to undergraduate staff
3. Plan and implement Fall Welcome activities
4. Work with the hall orientation team
5. Coordinate, with residence life staff, hall-wide programming that is aligned with the residential college

**D. Student Group Advising**

1. Actively advise a residential or college student group(s) as assigned
2. Recruit students to participate in hall and college student groups
3. Provide training and support in order to develop leadership skills among residents
4. Be aware of policies and procedures that pertain to student groups

E. Administrative Duties

1. Maintain records and written documentation pertinent to job responsibilities
2. Share duty and on-call responsibilities with other full-time staff in the complex
3. Manage additional administrative duties, as assigned by the Complex Director

**III. Supervision Received**

The Hall Director reports to and is supervised by a Complex Director. Verbal contact is expected on a regular and frequent basis with the Complex Director and Residential College liaison. It is expected that appropriate written records are maintained. Written reports may be expected periodically.

**IV. Supervision Exercised**

The Hall Director supervises one or more student Office Assistants.

**V. Physical Effort**

Mildly disagreeable working conditions involve working in an environment with limited privacy and noise. Staff must frequently respond to situations throughout the hall/complex at any time of the day and night. The job requires moderate physical effort when responding to emergencies.

**VI. Minimum Qualifications**

A Bachelor's Degree is required. Prior residence hall, student affairs, or related experience is required.

**VII. Remuneration**

This is an 11-month position. Eleven-month salary is \$23,562 (12-month is \$25,705). Hall Directors also receive a furnished apartment & meal plan, professional development support, competitive benefits package, retirement plan, and tuition waiver after one year of employment.