



HALL DIRECTOR OFFICE OF RESIDENCE LIFE

JOB DESCRIPTION

Reporting to one of the Assistant Directors of Residence Life or the Director of Residence Life, a Hall Director at Christopher Newport University is responsible for the day-to-day management and administration of one of the University's five residential communities. Hall Directors seek to provide a safe and secure living and learning community that complements the educational mission of the University and contributes to individual and interpersonal growth and development. Residence Life exists within Student Affairs and the Division of Student Services.

Hall Director responsibilities include counseling, conflict resolution, programming, fostering community and leadership development, crisis intervention, facilities management, and assisting with the administration of the University discipline system. The major management activities are accomplished through the supervision of a student staff that may include 11-16 Resident Assistants (RAs) and 7-16 Front Desk Assistants (FDAs). The Hall Director selects, trains, supervises, and evaluates this staff.

DUTIES AND RESPONSIBILITIES

Administrative:

- Works with members of the Residence Life staff to design, facilitate, and evaluate training (August, January and in-service) sessions, staff meetings, and workshops.
- Attends and participates in weekly Residence Life staff meetings and Student Affairs meetings as scheduled. Meets regularly with their direct supervisor.
- Trains and schedules staff to cover front desk operations from 8:00 a.m. – 12:00 midnight.
- Reviews weekly staff reports; plans and conducts weekly staff meetings.
- Holds one-on-one meetings with the RAs on a regular basis.
- Implements RA and environmental surveys (including a student satisfaction survey).
- Completes formal written evaluations of student staff.
- Maintains proper records and submits semester reports as instructed.
- Serves as part of an emergency response team with on-call responsibilities, carries a cell phone on a weekly rotating basis.

Advising/Development of Residents:

- Assumes an active and visible role in the on-going developmental process of individual residents to support their maximum academic success.
- Aids residents in obtaining assistance from other student services through referrals.
- Provides counseling and crisis intervention when needed.
- Informs and educates residents about State, University and Residence Life policies and regulations.
- Encourages residents to take responsibility for themselves and for their community. Holds them accountable for their behavior.
- Mediates roommate conflicts which escalate beyond the RA level.
- Advises Hall Council and promotes community pride.
- Provides direction to student staff in on-going community development efforts.

Programming:

- Develops programs and activities consistent with the philosophy of residence hall living.
- Motivates staff to plan and implement programs that meet student needs (CNU uses a needs based programming model) and interests .
- Presents programs for staff and campus residents on topics of expertise/interest.
- Actively oversees Hall/Area Council. Advises and trains officers, develops leadership opportunities for residents.
- Administers residence hall programming funds.

Housing:

- Works closely with the Housing Office; manages vacancies and reports room changes.
- Maintains Room Condition Forms and forwards paperwork to the Housing Office as requested.
- Opens and closes their building/housing area at the start and end of each semester and for breaks as appropriate.
- Involved with the distribution and control of keys in the area.
- Implements the system of inspection and the assessment of damages of all student rooms in the area prior to and following occupancy of the residence halls.
- Maintains public area inventories and makes weekly inspections of their building/housing area.
- Monitors cleanliness of the buildings and works closely with Housing and the housekeeping staff to address standards, concerns, and problems.
- Reports problems, damages and major maintenance needs to designated University staff; maintains appropriate follow-up. Recommends physical improvements for the area.
- Initiates billing process for extra cleaning, damages and/or loss of University property.
- Responsible for area security, compliance with appropriate safety regulations, and training for emergencies.
- Coordinates Health and Safety inspections.

Personnel:

- Participates in the recruitment, selection, training, evaluation, and dismissal, if necessary, of student staff.
- Contributes to the professional and personal development of Residence Life staff.
- Serves as a role model to the staff and students.
- Assists with recruiting, interviewing and selecting professional staff as needed.
- Works closely with other members of Residence Life, Student Affairs and the Division of Student Services including participation on office, division and university-wide committees as appointed.

Other Duties:

- Performs other duties as assigned (examples include: committee work, review/revision of office publications and forms, reports, advising organizations, etc).

QUALIFICATIONS:

- This is a 12 month live-in position
- Master's degree in Higher Education, Student Personnel Administration or related field required.
- Supervisory experience, as well as strong administrative, interpersonal and communication skills required.
- Leadership training and crisis response experience.
- Computer skills including e-mail and Microsoft Office applications.

COMPENSATION:

- Competitive salary.
- Excellent state benefits package including health insurance and a retirement plan.
- Furnished apartment within the residence hall or area (including free cable and Internet access).
- 19 meal plan during the academic year when food service is open.
- Furnished office with computer and Internet access.