



HALL DIRECTOR OFFICE OF RESIDENCE LIFE

JOB DESCRIPTION

Reporting to the Director of Residence Life, the 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 the Office of Student Life 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 5-16 Resident Assistants (RAs) and 6-10 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 sessions, staff meetings, workshops, and in-service programs.
- Attends and participates in weekly Residence Life staff meetings and Student Life meetings as scheduled. Meets regularly with the Director of Residence Life.
- 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. Completes formal written evaluations of student staff.
- Responsible for properly maintaining records and submitting semester reports as instructed.
- Part of an emergency response team with on-call responsibilities, carries a pager 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.
- Advises Hall Council and promotes community pride.
- Provides direction to student staff in on-going community development efforts.

Programming:

- Responsible for the development of programs and activities consistent with the philosophy of residence hall living.
- Motivates staff to plan and implement programs that meet student needs and interests .
- Presents programs for staff and campus residents on topics of expertise/interest.
- Responsible for active oversight of Hall Council. Advises and trains officers, develops leadership opportunities for residents.
- Administers residence hall programming funds.

Housing:

- Works closely with the Housing Office managing vacancies and reporting room changes.
- Maintains Room Condition Forms and forwards paperwork to the Housing Office as requested.
- Opens and closes the area at the start and end of each semester and for breaks as appropriate.
- Oversees 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 the 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 Life and the Division of Student Services including participation on 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, assisting with room selection, summer assignments, 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 preferred.
- Bachelor's degree plus significant residence life experience and/or knowledge considered.
- Supervisory experience, strong administrative, interpersonal and communication skills.
- 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.