

# **RESIDENCE HALL DIRECTOR**

## **I. GENERAL DESCRIPTION**

The Residence Hall Director holds a full-time, live-in, twelve-month professional appointment in the Office of Residence Life and the Division of Student Affairs. All Residence Hall Directors report to one

2. Assume responsibility for planning and implementing building specific training programs and workshops; assist other professional staff in campus-wide training activities for student staff members; and participate in professional staff development and in-service training sessions.
3. Conduct regularly scheduled supervisory sessions with the residence hall staff.

**C. Hall Administration**

The physical environment of each residence hall provides a foundation upon which the growth and development of the community can occur in a productive and positive manner. The following administrative responsibilities are designed to provide this foundation:

1. Coordinate the on-going (day-to-day) and long-term administrative tasks related to the operations of the hall (i.e. weekly reports, room condition reports, key cards, and personal data cards.)
2. Oversee occupancy issues of the residence hall.
3. Maintain an active liaison relationship with custodial and facilities services.
4. Monitor budgets necessary for the operation of the residence hall's programs, operations, and student staff.
5. Maintain an active liaison relationship with the campus food service operation and monitor service and quality of the dining halls.

**III. ADDITIONAL EXPECTATIONS**

The Residence Hall Director is an integral member of the Office of Residence Life within the Division of Student Affairs. Involvement in the following opportunities ensures full participation in departmental decision making and divisional activities, and provides for the professional growth of the Residence Hall Director:

**A. Committee Involvement**

Each hall director will serve on, and occasionally chair, committees, task forces and special projects within the department and division.

- B. Professional Development**
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