Ball State University

Residence Hall Director, Professional Staff Position Description

**Position Title:** Residence Hall Director

**Reports To:** Assistant Director of Housing and Residence Life

**Contract Type:** Professional—Continuing Contract

**Direct Reports:** Assistant Residence Hall Director(s) and student employees

**Position Function:**

Facilitate student development; respond to student issues; coordinate community building and student related programs; manage administrative functions in one or two designated residence halls or housing complex.

**Duties/Responsibilities:**

1. Advise, counsel, and establish rapport with all students to assist them in adjusting to residence hall living. Maintain confidential information appropriately. Serve as primary resource for college-related issues.

2. Train, supervise, evaluate and advise Assistant Residence Hall Director (1-2 graduate assistants depending on hall size); select, train, supervise, evaluate and advise Resident Assistants (6-14 depending on hall size). Facilitate weekly staff meetings and conduct regular one-on-one meetings with direct supervisees.

3. Serve on and have the opportunity to chair committees that support departmental initiatives, such as selection of student staff, training of student staff, professional staff training, assessment, multiculturalism and inclusivity, professional development.

4. Exercise general supervision over main desk and night staff operations; coordinate student employment training and evaluation; serve as primary communicator for hall information and direction.

5. Hire, train and supervise student staff for desk and administrative operations. Some years this may include an Administrative Assistant, Desk and Night Staff employees and Hall Ambassadors.
6. Work with supervised staff to develop and implement policies and procedures to ensure a healthy and safe environment; build and maintain an atmosphere that promotes self-discipline and respect for others by upholding and enforcing all departmental and University policies. Inform and advise residents of policies, procedures and regulations related to residence hall living and support related University policies and procedures, serving as a model for others.

7. Serve as primary policy and procedure communicator, enforcer and resource person for one’s residence hall. Adjudicate student disciplinary proceedings and manage disciplinary caseloads for one’s residents.

8. Perform administrative duties to maintain an efficient functioning residence hall; includes room/roommate assignments; key control; student record maintenance; maintain hall staff coverage; prepare necessary requisitions and reports for other University departments.

9. Work to prevent and respond to emergency or crisis situations in an efficient and effective manner to ensure the safety and wellbeing of residents and facilities.

10. Serve as part of the on-call duty rotation for residence halls for a particular area of campus. This includes serving as the primary on-duty contact for one’s residence hall on weekdays, with the director on duty rotation as back-up and primary contact on weekends.

11. Work with supervised staff to assess the needs of all residents and develop community building activities including programming, assessment, coordination and facilitation of events. Ensure RAs are initiating and maintaining intentional interactions with every resident on their floor.

12. Support designated living-learning community programs and services and work closely with the Assistant Director of Housing and Residence Life for the Coordination of Living Learning Programs, Living-Learning Community Graduate Assistants, faculty, and Academic Peer Mentors to foster a learning environment.

13. Support the University academic mission through programs and actions. Serve on departmental and University committees that support the academic success and personal growth of residents.

14. Attend and participate in departmental training workshops, one-on-one meetings, area and director/departmental meetings.

15. Regularly monitor the condition of facilities; recommend repairs or alterations as needed. Coordinate Health and Safety Inspections during semester break.

16. Serve as the primary advisor to hall council and other hall groups regarding planning, budgeting, and implementing student activities and services.

17. Develop a programming model for one’s hall, and incorporate the department’s first six weeks programming model. Work closely with other housing area personnel to carry out programs and services.

18. Support the efforts of the Residence Hall Association (RHA), the National Residence Hall Honorary (NRHH), Student Action Team (SAT), Student Staff Advisory Council (SSAC) and National Society of Leadership and Success (NSLS).

19. Establish relationships with other departments within Student Affairs and the University; after the first year of employment and with the permission of the Associate Director of Housing and Residence Life, may work up to 5 hours per week in another Student Affairs
Office.

20. Teach academic course (EDHI 200) for students interested in leadership roles or student employment in the residence halls.

21. Complete summer operations assignments including, but not limited to, summer school housing, orientation, camps/conferences, summer bridge programs and early arrivals.

22. Perform other duties as assigned and /or deemed necessary by the leadership of the Office of Housing and Residence Life. Because of hall occupancy, physical distinctiveness and amenities, some residence hall director positions will require additional responsibilities. These responsibilities will be provided to the residence hall director when the hall assignment is made.

Minimum Qualifications:

Education: Earned Master's degree by September 1, 2021.

Experience: Residence Hall or College/University Housing Administration experience.

Preferred Qualifications:

Education: Master's degree in student affairs administration or related area.

Experience: Residence Hall or College/University Housing Administration experience requiring supervision and crisis management.

Compensation: $36,000/12 months; full University benefits; live-on position with two bedroom furnished apartment; meal plan while classes are in session and during training; $1000.00 professional development funds (as available). Residence hall directors are required to live in their apartment and can share their apartment with legal spouse and/or dependent(s). All apartments are smoke free. Staff members who are provided an apartment have an obligation to maintain the units so that they may conduct appropriate business. Special consideration should be made that the areas are clean, free of strong odors, etc. The apartments are made available for the benefit of the university to provide student access to staff and private places to listen to student concerns.

TO BE CONSIDERED FOR THE RESIDENCE HALL DIRECTOR POSITION:

PLEASE APPLY AT:

https://bsu.peopleadmin.com/
Link to Professional Position
Residence Hall Director Position

11/2020