



BALL STATE UNIVERSITY

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 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 and advise Assistant Residence Hall Director (1-2 graduate assistants depending on hall size); select, train, supervise and advise Resident Assistants (3-14 depending on hall size); monitor and adjust as needed hours worked per week. Serve on committees that select and train colleagues and student staff.
3. 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.
4. Hire, train and supervise administrative assistant, student desk and night staff employees for desk and administrative operation.
5. Work with supervised staff to develop and implement policies and procedures to ensure healthy and safe environment; build and maintain an atmosphere to promote self-discipline and respect for others by upholding and enforcing all university policies.

6. 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.
7. 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.
8. Serve as part of the on-call duty rotation for residence halls for a particular area of campus. May be called upon to respond to student or building emergencies as needed.
9. Assess the needs of all residents and develop community building activities including programming, assessment, coordination and facilitation of events.
10. 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, faculty and Academic Peer Mentors to foster a learning environment.
11. Support the university academic mission through programs and actions. Serve on departmental committees that support the academic success and personal growth of residents.
12. Attend departmental training workshops, one-on-one meetings, area and director/departmental meetings. Facilitate weekly staff meetings and conduct regular one-on-one meetings with direct supervisees.
13. Serve as primary policy and procedure communicator, enforcer and resource person. 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.
14. Regularly monitor the condition of facilities; recommend repairs or alterations as needed. Coordinate Health and Safety Inspections during semester break.
15. Serve as the primary advisor to hall council and other hall groups regarding planning, budgeting, and implementing student activities and services.
16. Participate in the overall planning of the total residence hall program; work closely with other housing area personnel to carry out programs and services. 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).
17. 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.
18. Teach academic course for students interested in leadership roles or student employment in the residence halls.
19. Complete summer assignments including, but not limited to, summer school housing, orientation, camps/conferences, summer bridge programs and early arrivals.

20. Perform other duties as assigned and /or deemed necessary by the leadership of the Office of Housing and Residence Life. Because of hall occupancy and 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, 2020.
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/postings/> (posting to be made in January 2020)

09/19