

## Position Description

### **Residence Hall Director**

Reports to: Associate Dean of Students for Residence Life  
Classification: Administrative, exempt, 10-month  
Date:

Division: Student Affairs  
Department: Residence Life  
Approved:

#### **Job Function**

The Residence Hall Director assists in the planning, organizing and directing the daily functioning of student residential housing. This position would include the supervision of hall staff in Esseff Hall (traditional style all-female residence hall).

#### **Essential Functions**

1. Responsible for the development of a program and activities that promote caring, support, challenges and responsibility that is consistent with the mission of the College, its Catholic identity and values of the Holy Cross order.
2. Responsible for assisting with creating educational opportunities and the development of an environment that promotes cultural diversity and inclusion (racial, ethnic, gender, sexual orientation, and religion).
3. Maintain communication between all levels of the department through holding and attending staff meetings and individual meetings.
4. Responsible for serving as a role model for students in an institution operated in the Holy Cross and Catholic tradition.
5. Responsible for serving on division and college committees, as assigned.
6. Responsible for sharing college on call duty along with the Associate Dean, Associate Director, Hall Director and Director of Multicultural and International Student Programs.
7. Responsible for maintaining regular and on going contact with housekeeping, facilities and security staff regarding issues related to Holy Cross or Esseff Halls.
8. Responsible for advising students, when appropriate and referring students for assistance regarding issues related to academic, personal and spiritual development.
9. Serve as the Hall Director in charge of Alcohol and other Drug (AOD) programming. Will compile the annual Alcohol and Drug Report.
10. Assist the Associate Dean with organizing housing for temporary students and non-King's College students
11. Utilize the College's housing software program, The Housing Director, for day-to-day Residence Life functions.
12. Responsible for administrative tasks including but not limited to: key control, maintenance reports, room changes, private room requests, room assignments, damage reports and logs, weekly reports, semester reports.
13. Share in the development of departmental/program learning outcomes, assessment and ongoing improvement.
14. Hall Directors are mandated reporters and a Campus Security Authority (CSA) in accordance with federal and Commonwealth laws, and College policies on Sexual Misconduct (Title IX), Child Protection and the Jeanne Cleary Act. HDs are always mandated reporters, regardless on if they are functioning as a member of the staff, student, friend, teammate, campus leader, or other.
15. All other duties as assigned.
16. This position requires significant evening and weekend work.

#### **Qualifications**

1. Bachelor's degree required; master's degree preferred.
2. Prior residence life experience is required.
3. Desire to work as a member of Residence Life and student affairs team working in a collaborative manner with faculty students, professional and administrative staff.
4. Ability to be flexible working with students and other members of the professional staff.
5. Excellent written and oral skills.

6. Knowledge and use of PC computer system, including Microsoft Office. Knowledge of administrative computing system (Datatel) preferred.
7. Significant experience and desire to work closely with students on an individual and group basis.
8. New hire must pass a background check.
9. Ability to operate a motor vehicle with a good driving record and be approved by the College's insurance carrier and Human Resources Department.

**Remuneration/Benefits**

1. Salary with college benefits package
2. Meal plan when classes are in session (offered for employee only)
3. Furnished one-bedroom apartment in a college residence hall

7/19

Interested candidates, please submit resume and cover letter to [hrjobs@kings.edu](mailto:hrjobs@kings.edu).