

Position Description

Residence Hall Director

Reports to: Associate Dean of Students for Residence Life

Division: Student Affairs

Classification: Administrative, exempt, 12-month

Department: Residence Life

Date:

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) and Luksic Hall (co-ed residence hall) or Holy Cross Hall (traditional style all-male 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. Serves as a student conduct hearing officer.
8. Responsible for maintaining regular and on going contact with housekeeping, facilities and security staff regarding issues related to Holy Cross or Esseff/Luksic Halls.
9. Responsible for advising students, when appropriate and referring students for assistance regarding issues related to academic, personal, and spiritual development.
10. Assist the Associate Dean, Associate Director and Hall Director with the interviewing and selection of future Residence Life staff members, including Resident Assistants and Resident Counselors.
11. Assist the Associate Dean, Associate Director and Hall Director with departmental housing operations, particularly the apartment lotteries, Luksic Hall lottery and the housing selections for Esseff and Holy Cross Hall.
12. Serve as the Hall Director in charge of Alcohol and other Drug (AOD) programming or the Victim/Witness Assistant. Will compile the annual Alcohol and Drug Report or the annual Sexual Violence Report.
13. Assist the Associate Dean with organizing housing for temporary students and non-King's College students
14. Utilize the College's housing software program, The Housing Director, for day-to-day Residence Life functions. Will utilize Guardian for all conduct and Residence Life reporting, Blackboard for on-going meal plan maintenance, Ellucian for data management and Galaxy for photo ID regulation.
15. 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.
16. Share in the development of departmental/program learning outcomes, assessment, and ongoing improvement.
17. 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.
18. Able to teach a section of the Holy Cross Experience, HCE 101.
19. All other duties as assigned.

20. 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 all background checks.
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

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