

Graduate Hall Director

Reports to: Associate Dean of Students for Residence Life

Division: Student Affairs

Classification: Graduate Assistantship, exempt, 10-month

Department: Residence Life

Date: November 2021

Term: January 3, 2022 – May 31, 2022 (anticipated renewal for 2022-2023 based on performance)

Job Function

The Graduate 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. Responsible for serving as a role model for students in an institution operated in the Holy Cross and Catholic traditions.
4. Maintain communication between all levels of the department through holding and attending staff meetings and individual meetings.
5. Supervise resident assistants and resident counselors in Esseff Hall.
6. Responsible for sharing college professional on call duty along with the Associate Dean, Associate Director, Hall Director and Director of Multicultural and International Student Programs, four to five weeks per semester.
7. Complete fifteen office hours each week.
8. Responsible for maintaining regular and ongoing contact with housekeeping, facilities and security staff regarding issues related to Holy Cross or Esseff 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 with organizing housing for temporary students and non-King's College students
11. 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.
12. 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.
13. All other duties as assigned.
14. This position requires significant evening and weekend work.

Qualifications

1. Bachelor's degree required.
2. Enrollment in a King's College Graduate Program
3. Prior residence life experience is preferred.
4. 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.
5. Ability to be flexible working with students and other members of the professional staff.

6. Excellent written and oral skills.
7. Knowledge and use of IBM PC computer system. Knowledge of or ability to learn administrative computing system (Ellucian Colleague), THD (housing software and Guardian case management preferred).
8. Significant experience and desire to work closely with students on an individual and group basis.
9. New hire must pass a background check.
10. 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. Graduate tuition in a King's College graduate program, must be accepted by the program.
2. Stipend amount will be shared upon request
3. Meal plan when classes are in session (offered for employee only)
4. Furnished one bedroom apartment in a college residence hall. May reside in the apartment during the summer of 2022 if returning to the position for the following fall semester.
5. College cell phone

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