



## **HOUSING & RESIDENTIAL EDUCATION RESIDENCE HALL DIRECTOR POSITION DESCRIPTION**

The Department of Housing & Residential Education at UNC is committed to the education and development of student potential, both academically and personally, within an inclusive learning community that emphasizes the connection, support, diversity, and collaboration that makes it possible for the individual to succeed in their collegiate pursuits. The program seeks to maximize student involvement and learning through leadership opportunities, academic support initiatives, and dynamic programs designed to assist students in their own personal development. The department values inclusive communities, student learning, facility excellence, civic engagement, social justice and personalized service.

The Hall Director (HD) is a full-time position requiring some evening and weekend activities. The HD is an integral member of the Housing & Residential Education staff and supports the mission by facilitating and managing the following areas of the Residential Education program:

### **Community and Leadership Development**

- Coordinate and support educational, social, civic engagement, and diversity related programs to foster the development of residence hall students
- Present and coordinate educational programs to the community related to Social Connectedness, Academic Success, Global Citizenship & Cultural Awareness, and Personal Wellness
- Develop community by encouraging residents to build relationships with one another and by encouraging consideration of and concern for others
- Advise a Community Council
- Support the efforts of the Residence Hall Association through General Council and Retreat attendance
- Actively assess student needs and interests through surveys and/or focus groups. Including assisting with the implementation and follow-up of MAP-Works
- Supervise RA staff in the development of intentional programming that facilitates student-learning
- Be available and visible within the community and be approachable to all students
- Encourage student connection to the university through campus events and leadership opportunities
- Act as a campus judicial hearing officer for hall-level policy violations following an educational approach to student conduct
- Identify and solve community issues such as interpersonal conflicts, personal problems, and crisis intervention through counseling and mediation strategies
- Maintain a positive attitude and appreciate others whose views and attitudes are different than your own
- Create an environment where all students, regardless of race, religion, ability, gender, class or sexual orientation can learn and be engaged in the life of the institution

### **Academic Initiatives and Retention**

- Teach a university course like a two-credit resident assistant class or a diversity mentor class (Optional)
- Design and promote community through programs and activities that create an environment conducive to high academic achievement
- Support academic programming and faculty interaction in the residence hall community through collaboration

- Collaborate with appropriate living-learning community staff to provide support to Residential Learning Communities and Special Interest Housing.
- Facilitate the development of positive working relationships between the RA staff and faculty mentors within each community
- Provide informal advising to students regarding academic decisions and goals
- Promote campus academic resources such as the Den, Academic Support and Advising Office, Tutoring and Career Services

### **Staff Supervision, Selection, Training, and Development**

- Actively seek and support diverse populations when recruiting for undergraduate and professional positions
- Supervise and develop five to twelve Resident Assistants, one Senior Resident Assistant, and one Diversity Mentor
- Provide ongoing feedback and performance evaluations of all undergraduate staff members
- Facilitate a comprehensive training program which includes fall training, RA Class, In-Service program, and spring training
- Develop and facilitate in-hall staff development programs
- Participate in professional staff training and development programs
- Train and supervise staff members in confronting behaviors that violate student code of conduct

### **Facility Management**

- Identify and establish facility needs for annual and summer maintenance schedule
- Coordinate the opening and closing of the Residence Hall facility at beginning and end of each semester
- Responsible for the overall management and efficiency of front desk operations
- Maintain a safe and secure environment that is conducive to student growth and development
- Conduct weekly facility and grounds review and follow departmental procedures for reporting maintenance problems and follow up to see that these requests have been completed
- Meet monthly with custodial staff to discuss cleaning and safety issues within the facility
- Collaborate with Housing Services staff to promote a safe and clean environment
- Actively monitor physical appearance and operational condition of assigned residence hall
- Provide an accessible living and learning environment for all students
- Provide exceptional student and guest services within the Residence Hall facility

### **Administrative Responsibilities**

- Establish a work week that supports the University and student service areas
- Communicate effectively with students, parents, and the university community
- Coordinate various administrative tasks within the building, occupancy management, hall damage investigations, and departmental initiatives
- Establish specific goals and objectives for building assigned that are consistent with department and university goals
- Implements administrative processes within the hall and assists in the design and development of various administrative procedures (including openings, closings, room selection, incident reporting, front desk management, and communication with residents)
- Serve as designated on-call individual on a scheduled basis throughout the academic year
- Be available for evening and weekend programs, contact with students, and response to emergencies

### **Professionalism**

- Maintain an effective working relationship with supervisor, co-workers, administration, and custodial staff
- Demonstrate good written communication skills in reports, correspondence, etc.
- Demonstrate good oral communication and listening skills

- Demonstrate quality decision making and evaluative skills
- Serve as a role model for students and staff in areas of ethical decision making and mature choices
- Project a positive attitude toward the position, department, and institution

### **Conditions of Employment**

- Successful applicant must have Master's degree and two years of live-in residence hall or community living experience
- Applicant must demonstrate a commitment to diversity and social justice
- Successful candidates will have to complete a background check through the UNC Human Resources office

### **Salary and Benefits**

- Positions are either 10 or 12 month appointments starting on June 1, which is negotiable, and ending on May 31
- \$2,333 per month for 10 or 12 month contract (\$23,333 for 10 Month or \$28,000 for 12 Month)
- A meal plan and Dining Dollars are provided for the fall and spring semesters and is available for use when the dining rooms are open
- Furnished two bedroom apartment is provided for 12 months beginning June 1 through May 31
- The employee may have one adult (spouse, partner, or adult guest) and any children or legal dependents living in his/her apartment during employment period. Anyone living in the employee's apartment may be subject to a background check. There may be no exchange of monetary gain for the staff member in the form of rent, supplies, or in-kind payment for the guest to live in the apartment.
- A pet policy (excluding cats) is available in our residence hall director apartments; please ask our staff for more information.
- University offers tuition benefits to employees equal to nine credits of coursework per year with supervisor approval. The employee may not take more than six credits per semester.
- Pending budget restrictions as deemed by the Director of Residential Education, Housing & Residential Education provides \$500 of professional development funds for each Hall Director.
- Professional development through work groups and university and departmental committee participation with the approval of supervisor
- University offers domestic partner and dependent benefits including tuition.
- University offers extensive benefits package including leave time, sick leave, retirement package, and health care coverage. For more information please visit the Human Resources website at <http://www.unco.edu/hr/>

The University of Northern Colorado is an equal opportunity/affirmative action institution that does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual preference or veteran status. For more information or issues of equity or fairness or claims discrimination contact the UNC AA/ EEO/ Title IX Officer at UNC Human Resource Services, Carter Hall 2002, Greeley, CO 80639 or call 970-351- 2718.