



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 live on campus 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
- Facilitate Community Development Model which focuses on Social Connectedness, Academic Success, Global Citizenship & Cultural Awareness, Sustainability, and Personal Wellness
- Develop community by encouraging residents to build relationships with one another and by encouraging consideration of and concern for others
- Recruit and 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
- Co-Supervise a Diversity Mentor in the development of intentional programming that facilitates student learning around issues of identity and inclusion, social justice, and power, privilege and oppression.
- 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 ability, age, body type/size, class, ethnicity, gender, nationality/national origin/citizenship, race, religion, sexual orientation, socioeconomic status can

learn and be engaged in the life of the institution

Academic Initiatives and Retention

- Teach a student staff success series course for resident assistants and community assistants
- 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 in Residence 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, Cultural Centers, 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, one Desk Operations Coordinator 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/CA Workshops, 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 biased behaviors and other 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
- Demonstrate an active commitment to social justice initiatives and departmental and institutional goals surrounding equity and inclusion
- 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 attained a Master's degree and at least one year of professional experience in Residence Life or a related field. (two years of graduate work = one year of professional experience) Direct experience in Housing and Residence Life is preferred.
- 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 12 month appointments typically starting on July 1, which is negotiable, and ending on June 30
- Starting salary is \$45,650
- Furnished two bedroom apartment is provided for 12 months beginning July 1 through June 30
- 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 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, Professional Development funds may be available.
- 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/>

It is a violation of University Policy to discriminate in the provision of educational or employment opportunities, benefits, or privileges; to create discriminatory work or academic conditions; or to use discriminatory evaluative standards in employment or educational settings if the basis of that discriminatory treatment is, in whole or part, the person's race, religion, gender, age, national origin, disability, veteran status, sexual orientation, or political affiliation.