



## Job Classification Description

### **RESIDENCE HALL DIRECTOR NON-BARGAINING UNIT**

**Grade 10**

#### **BASIC FUNCTION**

To supervise a designated College residence hall or housing complex, and to administer and coordinate residence life programs for students in that complex; this is a live-in position.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Supervise, oversee, coordinate or carry out a variety of tasks related to physical maintenance of assigned housing facilities: monitor physical status of buildings regularly and report any needed maintenance work/repairs to Physical Plant or other appropriate personnel; coordinate assessment, prorating and billing of damage costs to students; assist in planning, and implement damage prevention programs.
- Supervise/implement appropriate procedures during emergency or crisis situations in residence halls, in conjunction with supervisor, Physical Plant, Security, Health Services, and off-campus agencies (local authorities, medical facilities/personnel, etc.) as required.
- Supervise student resident assistants, including selection, training, and evaluation.
- Interpret and enforce a wide variety of residence life policies and procedures governing student behavior, and implement appropriate formal and informal disciplinary procedures as necessary, referring situations to supervisor, campus judicial boards, local authorities, etc., as necessary.
- Informally investigate, assess and determine appropriate methods of resolving various interpersonal and community problems in the dorms, such as conflicts between roommates or floormates, vandalism, and the like.
- Advise and counsel individual students on a wide range of matters, referring to various on or off-campus resources as appropriate.
- Supervise and coordinate a variety of on-going and special programs and events for residents.
- Participate in department planning related to residence hall programming, and policy/procedure development.
- Confer regularly with immediate supervisor, Student Affairs staff, and other College personnel to plan, coordinate and evaluate programs/activities/policies, exchange information, investigate and resolve problems, refer students, and the like.

### **SUPERVISION RECEIVED**

- General supervision is received from the Director of Residential Life or Student Life.

### **SUPERVISION EXERCISED**

Administrative and functional supervision of student resident assistants.

### **MINIMUM QUALIFICATIONS**

Bachelors degree, with masters in student personnel or counseling preferred, plus one or more years of experience as a student resident assistant, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Good administrative and supervisory skills.
- Ability to deal effectively with students, as a leader, advisor and law enforcer, as well as a wide range of college personnel, parents and others outside the College.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**